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RESERVE

TASK FORCE "ABLE" REPORT
Vol. III of V - Copy 2 of 5
THE LIBRARY SYSTEM AS OF 1962

U. S. DEPT. OF AGRICULTURE
NATIONAL AGRICULTURAL LIBRARY

JUL 8 1965

C & R-PREP.

AD-53 Bookplate
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LIBRARY

RESERVE

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C O N T E N T S

Vol. III. THE LIBRARY SYSTEM AS OF 1962

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U. S. DEPT. OF AGRICULTURE
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TECHNICAL SERVICES

Technical Services is made up of two Divisions -- the Division of Acquisitions and the Division of Catalog and Records.

DIVISION OF ACQUISITIONS

The Division of Acquisitions develops policies and plans for carrying out an acquisition program designed to acquire publications essential to meet the requirements of a national agricultural library as a storehouse of world literature in the field and as a national reference service to meet needs of agriculture. It is the administrative unit in charge of selecting and acquiring books, periodicals, and other material by purchase, exchange, and gift and of keeping the necessary records.

Three sections perform the functions of the Division of Acquisitions. The Publications Selection Section selects publications in the fields of agriculture and related sciences from bibliographical and other sources; searches selected citations to determine needs; and initiates requests for procurement by purchase, gift or exchange. The Order Section issues official orders for the acquisition of publications, receipts publications ordered, and follows up on all orders not filled within specified time limits. The Exchange Section arranges for the exchange of Department publications for those of foreign associations, institutions, governments, etc., and furnishes exchange information to Land-Grant Colleges.

Selecting and Searching Bibliographic Citations

Bibliographies, publishers announcements and catalogs, received in the Publications Selection Section are sorted according to geographical area and assigned to the appropriate selection officer for selection of citations of interest on the basis of his or her language capabilities.

Citations are reviewed for subject scope. Prospects are checked with one of four symbols, depending upon whether it is a serial or a separate and will be obtained, (1) by purchase, (2) by gift, or (3) by exchange.

Most citations are photocopied using an LF-317 order form as a mask. The resulting photoprint is used in the search of the Public Catalog and Alphabetical Order File, to determine whether or not the publication is in the Library's collection or is on order, and to obtain possible cataloging information. Photoprints are given to Selection Officers, who pull out all exchange prospects, plus others needing immediate attention. The remainder are sorted by Library Assistant. Photoprints of serial prospects are separated from photoprints for separates prospects and both groups are further sorted on a geographical basis and filed into temporary current citation files until they can be searched.

Search for a Separate

The card catalog is searched first. If prospect is already in the collection, a statistical count is made and the photoprint is discarded. If it

is not in the collection but another publication by the same author is in the collection, the author's name is written and underlined on the photoprint, as it appears in the catalog. If there is no difference between the cataloged entry and the author's name as it appears on the photoprint, the name on the photoprint is underlined.

If a different edition is in the collection, the call number of that edition is written on the photoprint. If the same work with a variant title by the same author is in the collection, a reference to the call number is made on the photoprint. The alphabetical order file is then checked. (See on continuing page.)

Search for a Serial

Serial Records are checked first. If the serial title is in the collection but issues are classed as separates, it is searched as a separate as described above.

If the serial is in the collection, the call number is written on the photoprint in block 6. If the entry in Serial Records differs from the way it is given in the photoprinted citation, ^{and the issues are lacking} the correct entry is written in block 1 and underlined, ~~if the issues are lacking~~. The Serial Records are simultaneously searched to determine specific holdings of title being searched. If the issue(s) are in the collection and no further action is required to insure continuous receipt, the photoprinted prospect is counted and discarded. The card catalog is searched

only when more information is required for difficult corporate entries not provided in the serial record files.

Alphabetical Order File -- Searching for Serials and Separates

The photoprint is discarded, if prospect is already on order, unless an additional copy is being requested. If the prospect is not on order, the searcher completes ordering information, such as dealer, price, and appropriation, and submits order for approval. (The Alphabetical Order File may disclose information resulting in a decision not to order or to defer ordering the publication. Inasmuch as this information is of miscellaneous character, varies considerably, and is infrequently relevant, no attempt has been made to detail this on the flow chart.) Approved purchases or gifts are sent to the Order Section, and exchange prospects are sent to the Exchange Section. Prospects which are not approved are discarded. Approved prospects for which funds are not available are referred to the desiderata file.

Selecting Unrequested Publications

Unrequested publications are received in the Publications Selection Section from various sources, including USDA agencies, other Federal and State agencies. Unrequested publications include all received from domestic sources (gift) and foreign sources (exchange) for which no formal order was initiated. Serials new to the collection, with Process

6

Form LF-312, come from the Records Section which has searched Current Serial Record and the Alphabetical Serial File to determine whether or not the serial is in the Library's collection. When a serial is received in the Publications Selection Section which has not been searched by the Records Section it must be sent there for that purpose. If the search by the Records Section discloses that the serial is not in the collection, it is returned to PSS for selection with the Process Form LF-312. If a serial is selected by PSS, the attached Process Form is checked to indicate selection and other pertinent items, and the claiming address (which is the name and address of the issuing agency or other special source) is put on the form. The serial piece with the Process Form is forwarded to the Catalog Section.

Separates are reviewed for selection by PSS before any prior search has been made to determine whether or not they are in the collection. When a separate is selected an LF-312 is inserted in the publication, dated, initialed, and forwarded to Catalog Section.

A serial or separate not selected is sent to the National Library of Medicine, if a medical publication; returned to GPO if the piece had been issued by GPO; if of substantive value and out of scope, separates are sent to the Library of Congress, duplicate separates and serials to U.S. Book Exchange; or destroyed if it does not meet the above criteria.

Publication Selection

(Statistics Pertaining to Selecting,
based on 1961-1962 figures)

A. From Citations

1. Bibliographies handled by title (they may be weekly, monthly, quarterly, etc.)	162 titles
2. Citations selected from Bibliographies	24,500
3. Citations searched	14,700
4. Photo-citations discarded after search	7,500
Serials	3,100
Separates	4,400
5. Citations referred to Chief of Division for approval	7,200
6. Approved and order placed for Main Library	6,350
Purchase	4,400
Gift	250
Exchange	1,700
7. Orders pending	850

B. Selection of unrequested publications	7,300
Serials	1,750
Separates	5,550

Exchange Section

All requests from foreign governments, colleges, universities, societies, and other organizations for Department publications are subject to the exchange requirement and must be cleared by the Exchange Section of the Library. In conformance with established policy, the Exchange Section is responsible for determining appropriate action to be taken on incoming exchange requests and for determining what types of material may or may not be sent on exchange. This

Section is responsible for the maintenance and control of a consolidated index of names on the foreign mailing list. New exchanges with foreign sources are arranged on the basis of orders submitted by the Publications Selection Section, titles offered through correspondence and special lists submitted by correspondents. In order to obtain material to fill requests for exchanges, the resources of all agencies are open to the Exchange Section.

Order Section

This Section is responsible for the technical processing of all formal orders initiated by the Publications Selection Section. Processing includes the assignment of an order number in the purchase, gift, or exchange series, as appropriate; the preparation, by photocopying or typing, of multiple copies of each order for various files maintained; mailing out of dealer copies of all orders; distributing and filing the other copies of all orders to the appropriate files.

The Order Section receipts all incoming separates requested on numbered orders and prepares publications to go to Catalog Section. Claiming of non-received publications due on numbered orders is an important aspect of the order activity. This is especially true about serials and periodicals which are of primary importance in a scientific-technical library.

Receipting and claiming of orders are handled by form, i.e., separates or serials. Separates are receipted in the Division of Acquisitions and serials

are receipted in the Division of Catalog and Records. A detailed account follows.

Receipting Separates

Separates received in response to an order are addressed to the Order Section and delivered directly to the Section from Mail Room. A clerk pulls the appropriate order from the numerical file (OOF) and compares with book for accuracy of bibliographical detail. If the book is correct, the no. 4 copy of the order, any AD-245 requests, or other attachments are detached from the numerical order copy and placed in the book with a Process Form (LF-312). The book is then placed on the "new" book truck. This truck is taken to Catalog and Records Division once every day. The numerical order is stamped on the front with date of receipt. If it is a purchase order, the corresponding Alphabetical Order copy is pulled from the AOF file, stamped on the verso with the date of receipt, and refiled; receipted numerical order copy is sent to the Budget and Fiscal Section for accounting action. Receipted Gift and Exchange numerical order copies are filed in the appropriate Gift and Exchange receipt files.

Claiming Separates

Domestic separates are claimed by regular mail within 2 weeks of the date ordered; foreign separates which are always ordered by air mail are claimed within 1 month of the date ordered. Claiming is done by means of a photoprint of a claim form

superimposed on the order form. Claims are made twice by photoprint; the third claim is made by a form letter and if necessary is followed up by a special letter. If no response to these claims, the order is referred to the Publications Selection Section for advice on further steps to be taken.

Receipting and Claiming Serials

A separate numerical file of all outstanding serial orders is maintained--the OOF file. All serial issues are receipted in the Records Section. Each new order in the outstanding numerical order file has attached a colored signal indicating when claims are to be made on a regular schedule. Receipts which take the form of order copy 4 or 5 or both, Serial Issue Receipt (LF-301) or CSR claim form (LF-316) are stapled to the original order LF-317 which is withdrawn from the outstanding order file. Action taken depends on whether serial is acquired through purchase or gift or exchange.

Gift and Exchange Serials

Receipted orders are received from the Records Section. A receipted order is cleared by pulling the form from the numerical file (OOF) and placing it in the receipted Gift and Exchange file. At the time of this report claiming of gift and exchange serials was done in Division of Catalog and Records, but this was changed to Division of Acquisition in 1963.

Purchased Serials

Receipted orders are received from the Current Serial Records unit. When first issue due is received, the claim signal is removed from LF-317. If an issue later than first issue due is received first, the Periodical Claims Assistant promptly claims missing issues. When missing issues received after first issue due have been received and later issues due are still to be published, the claim signal is removed. When all issues due on an order have been received, the LF-317 with attachments is forwarded to Budget and Fiscal for accounting action.

Claiming is done in accordance with a pre-determined claim schedule. A photoprint of a claim form placed over the CSR entry is used to claim missing issues. The date of the claim is postdated a week ahead on the claim form; the LF-317 is dated on the verso each time a claim is sent. Claims are made only twice by photoprint. When the LF-316 is used for second claim, stamped prominently on the form prior to photoprinting is : Second Request. If no reply is received in answer to the first two claims, a third claim is sent by form letter. If no reply is received to this form letter, original correspondence is signed by the Chief of the Division. If no reply is received to this fourth claim, the order is referred to Publications Selection Section for further advice and investigation.

There are three annual follow-ups on missing issues: March 31, July 31, and November 30. All titles

are searched in CSR for holdings information. Issues still due on an order are listed on back of no. 4 receipt copy of order. "Acquisitions notified" is erased in the missing issue space on CSR card and "B & F notified" is pencilled in. The no. 4 receipt copy is thermofaxed and the thermofax copies filed in the numerical file within each follow-up year. The no. 4 receipt copies are forwarded to Budget and Fiscal Section. No further claiming is done by Acquisitions on these orders; the incomplete orders are returned to Periodical Claim Assistant on July 31 and November 30 for second and third action. All later requests for missing issues and correspondence concerning these orders are forwarded to Budget and Fiscal Section, marked "Annual Follow-up" and the year to which it applies.

Order Section Statistics

1. Items Claimed (Including 1, 2, and 3 claims but not letters)	9,100
2. Items Receipted (Orders)	6,800
3. Cancellations	1,730

Blanket Orders

At the beginning of each fiscal year, a letter of authorization is sent to selected dealers by the National Agricultural Library. The letter authorizes a dealer to collect publications in the field of agriculture and related sciences issued within his assigned country or area during a specified period of time. The dealer is authorized a specified amount of

money to spend in this procurement. For some countries, the arrangement is made through the State Department with the Publication Officer attached to the American Embassy in that country. This authorized agent may deal with one or more book dealers in that country. In such cases, the Embassy Officer is treated as a dealer, and the requisitions or transmittal forms and the publications come from the Embassy through State Department, rather than directly from an individual dealer.

The agents or dealers buy and ship publications on an irregular basis; each does his own selection within the limits of the acquisition policy established by the Library; each may or may not spend the amount allotted to him each fiscal year, depending upon his interest and activity. Payment is initiated upon receipt of the invoice, even though all publications listed in the invoice or shipping list may not have been received. The single exception to this procedure is the arrangement made with the Publications Officer, AMEmbassy, Moscow. The entire amount of money to be spent is transferred to the State Department at the beginning of the fiscal year.

Shipments received from commercial dealers are accompanied by an invoice, which is processed for payment immediately by the Order Section with the preparation of a confirmation order on LF-317. Shipments received from Publication Officers attached to American Embassies abroad are accompanied by transmittal slips or Operations Memoranda. Payment is not initiated until the invoices are received from the

post by the Library's Budget and Fiscal Section. Receipted Operations Memoranda are matched with invoices and confirmation orders are placed on LF-317's. Occasionally, an invoice is received before the publications are received, the accompanying Operations Memoranda are attached to the appropriate invoices and receipt date of publications is noted on carbon of LF-317, attached to Order Section's file copy of invoice. If publications due on paid invoices have not been received by the end of the fiscal year, the matter is referred to the Chief of the Division for action. Dealer folders are set up at the beginning of each new fiscal year. Folders for the current fiscal year and the two preceding fiscal years are held in an active Blanket Order File. After the third year, the contents of the oldest folders are destroyed. Permanent files are retained by the Library's Budget and Fiscal Section. There are nine current Blanket Order arrangements with commercial dealers and Publications Officers attached to American Embassies abroad.

DIVISION OF CATALOG AND RECORDS

The Division of Catalog and Records develops policies and plans for carrying out programs designed to best classify, catalog, record and prepare for use library materials in the field of agriculture and related sciences. This Division is made up of three sections. The Catalog Section searches and catalogs acquired technical, scientific, and other material, in all languages; analyzes material and assigns pertinent subjects and classification; authorizes manuscript for

cards to be printed and sold by the Library of Congress; develops cataloging procedures, the system of subject headings, and the classification scheme to meet the needs of specialists. The Records Section receives, searches, records or disposes of all serial publications; is responsible for holdings records and files, and supplies information from these records; shelflists newly cataloged titles; searches for cataloging and for specialized and field libraries; authorizes preparation of cards for other libraries. The Preparations Section prepares publications for use; prepares or acquires, completes, and files or distributes catalog and other cards; maintains the Public Catalog and related files; carries out instructions concerning cataloging, card servicing, and removal of cards from files.

Master logic flow charts for each section of the Division of Catalog and Records as well as detailed flow process charts for each section are included in this report.

A more detailed narrative report of the important functions for each Section follows.

Catalog Section

Materials in the form of serials, separates (monographs or books), films, maps, or photoreproductions received in the Catalog Section come from the Records Section and the Division of Acquisitions. Selected publications obtained by the Division of Acquisitions for addition to the Library collection are sent to the Catalog Section from which point they actually enter

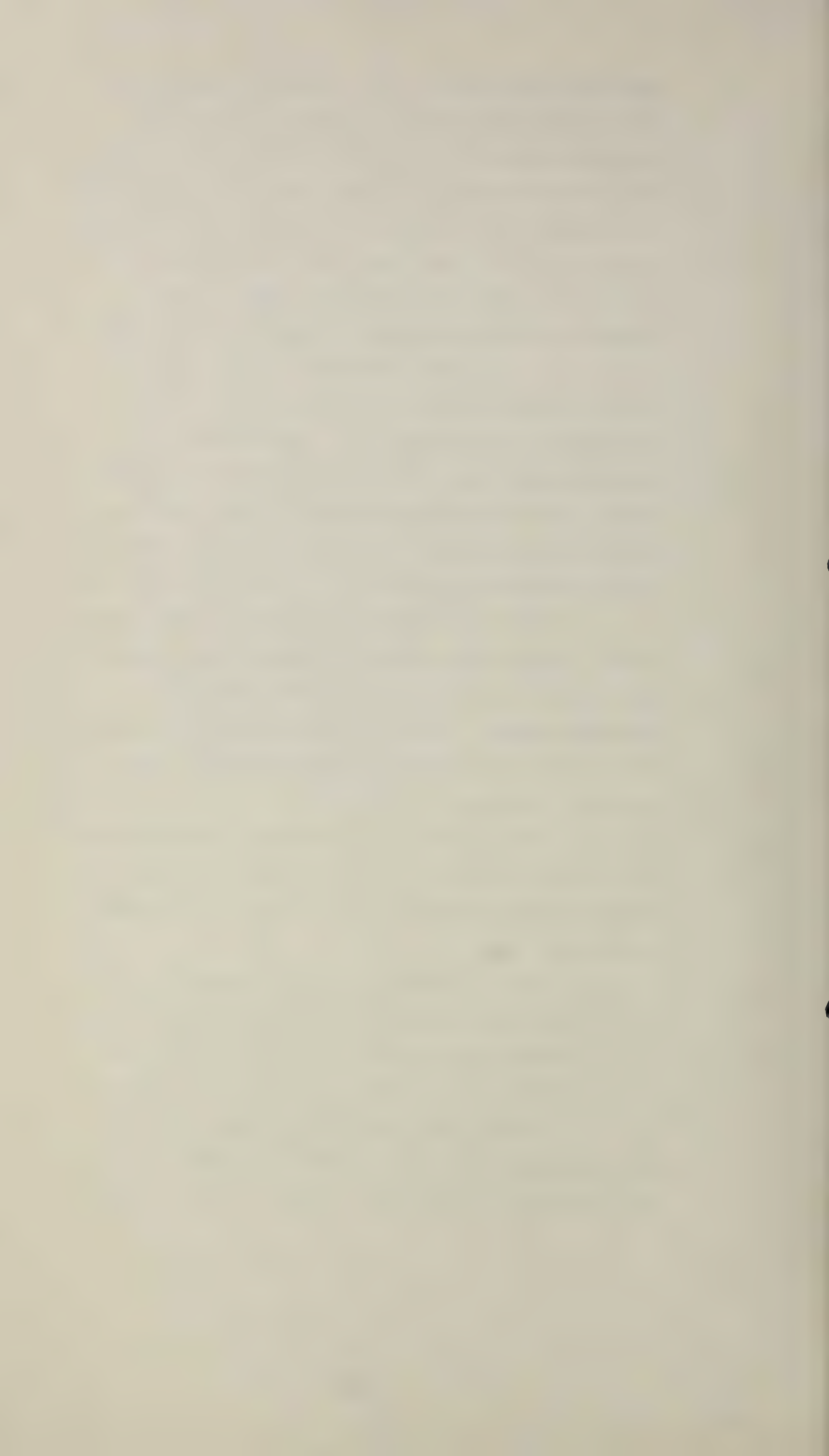
the Library system. The forms relating to each publication are inserted in the publication prior to delivery to the Catalog Section. The forms are kept with the publications until the forms are disposed of or forwarded with the publication to the next processing location. In the flow charts the term document refers to the publication and its related forms. Process Form LF-312 accompanies each publication and serves as a routing and information device and as a means of giving uniform instructions for work to be carried out in other Sections. In addition, the publication may have with it a photocopy of an order, LF-317, which originated in Acquisitions, and/or a Library Request, AD-245, showing that someone wants to borrow the book as soon as it is ready for circulation.

The publications are sorted and distributed to the catalogers on the basis of priority, language, and workload. Low-priority materials are held in temporary storage within the section until time permits processing. The catalogers represent a wide range of languages in addition to English.

When a cataloger receives his assigned publications, he searches those which need it in the Public Catalog, located in the Division of Reference, to determine that:

1. The title is really new to the Library.
2. Cataloging information which he will use for describing his new entry will conform with related information already in the catalog.

In addition, for the U. S. Department of Agriculture publications for which cooperative cataloging information is supplied to the Library of Congress,



the cataloger-searcher must determine:

1. Whether the same entry information has been supplied previously to the Library of Congress, and
2. If so, that the same form will be given Library of Congress for the new publication.

All pertinent searching data needed for later action are noted on the LF-312 or the publication itself.

Back at his desk, he disposes of any publications which he found had already been cataloged. He catalogs the new titles and writes additional information on the publication and the accompanying LF-312 to be used in providing identification of the title in the Public Catalog through:

1. Author, title, physical characteristics of the book such as number of pages (Descriptive Cataloging).
2. Subject headings reflecting the content of the publication (Subject Cataloging).

When necessary, elements of descriptive cataloging have already been verified as to established form in the Public Catalog. Each subject heading is verified in the Subject Authority File in the Catalog Section.

The cataloger also assigns the call number for the title; the publication is shelved by this number in the stacks. The call number is made up of two parts:

1. Classification number, which reflects the subject content of the book and is selected from the

Scheme of Classification for the United States
Department of Agriculture Library.

2. Cutter or Book number, which is based on the author's name and is assigned from an established list of such numbers, C.A. Cutter's Two-Figure Author Table.

To assure that no two titles will have the same number, the call number assigned by the cataloger is adjusted by adding a number or a letter when necessary to avoid duplication. This adjustment, which is called shelflisting, is performed in the Records Section.

Certain special types of materials are not given call numbers. They are numbered in consecutive order as processed. These are films, and translations of articles from periodicals and chapters of books.

After all necessary instructions have been noted on the LF-312, it goes with the publication and other attachments, if any, to the Preparations Section where, on the basis of these instructions, the necessary cards are prepared for the Public Catalog and other files and the publication is made ready for shelving in the stacks.

On the basis of the present rate of activity, the Catalog Section expects each year to receive and act upon about 13,600 apparently new publications. About 11,700 of these will actually require cataloging action; the remaining 1,900 will, upon being checked in the catalog, prove to be copies of previously cataloged publications.

NEW CATALOGING
(Estimates Based on 1961/62 Figures)

	<u>From Acq.</u>	<u>From Records</u>
1. With order	1800	
2. Blanket orders	960	
3. Gifts	5500	
4. Cooperative cataloging for Library of Congress	40	500
5. Author analytics		2000
6. Translations	900	
	<hr/>	<hr/>
Total	9200	2500

Grand total received and cataloged - 11,700

In addition, the Catalog Section will need to take action to bring up to date information about previously cataloged serials which have undergone changes in their publishing patterns. There are about 4,500 such cases each year.

OLD CATALOGING TO BE UPDATED
(Estimates Based on 1961/62 Figures)

	<u>From Records</u>
1. Changes of title or issuing office	1100
2. Ceased publications	600
3. Information services (supplements, special numbers, numbering irregularities)	2800
	<hr/>
Total	4500

Omitted from the charts are cataloging activities so few in number each year as to have no appreciable effect on the picture; the following figures are estimated on the basis of statistics for 1961/62:

1. Serials which have resumed publication after having ceased - 20
2. Titles which are recataloged - 3
3. Old entries reworked - 30

Also omitted are administrative, training, and related activities which are essential to the operation but are not reflected in a flow-chart presentation.

Records Section

Publications are delivered to the Records Section from the mail room and from other sections of the Library. Most of the publications are issues of serials. Some, though, are books received in error or copies to be added to the collection; the flow of these is touched on only briefly in the charts because serials work ^{is} ~~in~~ the major function of this Section.

Issues of serials are sorted at the mail desk. The noncurrent publications are forwarded to the Alphabetical Serial File (ASF) of the Records Section. The ASF contains the holdings records of serials published prior to the years considered current. At the time of this report the current years began with 1958. At the end of 1963 the triennial transfer of older current records to ASF will take place. At that time, 1961 will become the beginning current year.

Current numbers of periodicals are batched by the mail assistant by the first letter of the title. These batches are then transferred to shelves to await action by the checkers in Current Serial Record (CSR), the other unit in the Records Section.

Each CSR checker is responsible for one part of the alphabet. He removes one letter batch at a time from his shelves and arranges the pieces in alphabetical order; then he searches each piece in his checking file. If the title is not located, the publication is forwarded to ASF for verification of the fact that the serial is not in the collection. These cases are forwarded by ASF to the Division of Acquisitions for selection. If the title is located and the piece has not previously been recorded, its receipt is noted on the appropriate card. If another copy of the same issue has been recorded previously and fills the need of the collection, the piece just received is sent to the United States Book Exchange to be made available to other libraries.

In broad strokes, this describes the main activities of the Records Section. There are many details involved which show up in the flow charts. Some must be mentioned here because of their relation to other sections.

Because of the funds involved, purchased serials are given special attention. The checkers report to the Division of Acquisitions the receipt of issues due on purchase orders. Checkers also notify Acquisitions when an issue of a purchased title is received and the previous one is missing and should be claimed; CSR claims for nonpurchased periodicals.

The bindery staff, Division of Lending, relies on the Records Section to report completed volumes of serials which should be picked up for binding. The notification is in the form of a

photoprint of the records card which shows all parts needed to assure that the bound volume will be complete.

^{IN}
~~The~~ order for the Library users to have available in the catalog the latest bibliographic approach to the serials collection, CSR forwards through ASF to the Catalog Section any journals which have changed their titles or require other cataloging action. Details about such changes and holdings information are furnished, upon request, by a telephone service provided by the ASF assistants.

Some estimated serials statistics, based on 1961/62 figures, are given below:

1. Periodical issues received	400,000
2. Periodical issues recorded	200,000
3. Reports to Acquisitions of ordered serials received	4,200
4. Binding notifications	7,800

In addition to the serials work, the Records Section is responsible for some other functions. Its Shelflisting activities have already been referred to in the description of the Catalog Section.

The Records Section also authorizes the preparation of catalog cards for branch libraries and maintains a record of publications loaned for an indefinite period of time to Department officials.

Preparations Section

This Section carries out instructions originating with the catalogers. In addition, the Preparations Section fills requests for card and book preparation from the Records Section and from the Division of Acquisitions.

On the basis of established procedure or specific instructions the library assistants in this Section add accession numbers and identifying labels to publications before the books are made available for circulation. These assistants prepare or acquire cards for the Public Catalog and other files of the Main Library and for branch and field libraries. Necessary changes on old cards are also made by this Section.

Besides preparing cards and books, the Preparations Section maintains the Public Catalog (about 2,000,000 cards) and related files. This includes filing and withdrawing cards, as well as guiding and expanding the files as needed.

The following selected figures, estimated on the basis of 1961/62 statistics, give some idea of the rate of activity:

1. Volumes accessioned	12,000
2. Permanent cards prepared	70,000
3. Old cards serviced	13,800

TECHNICAL SERVICES

LOGIC FLOW CHART

Division of Acquisitions

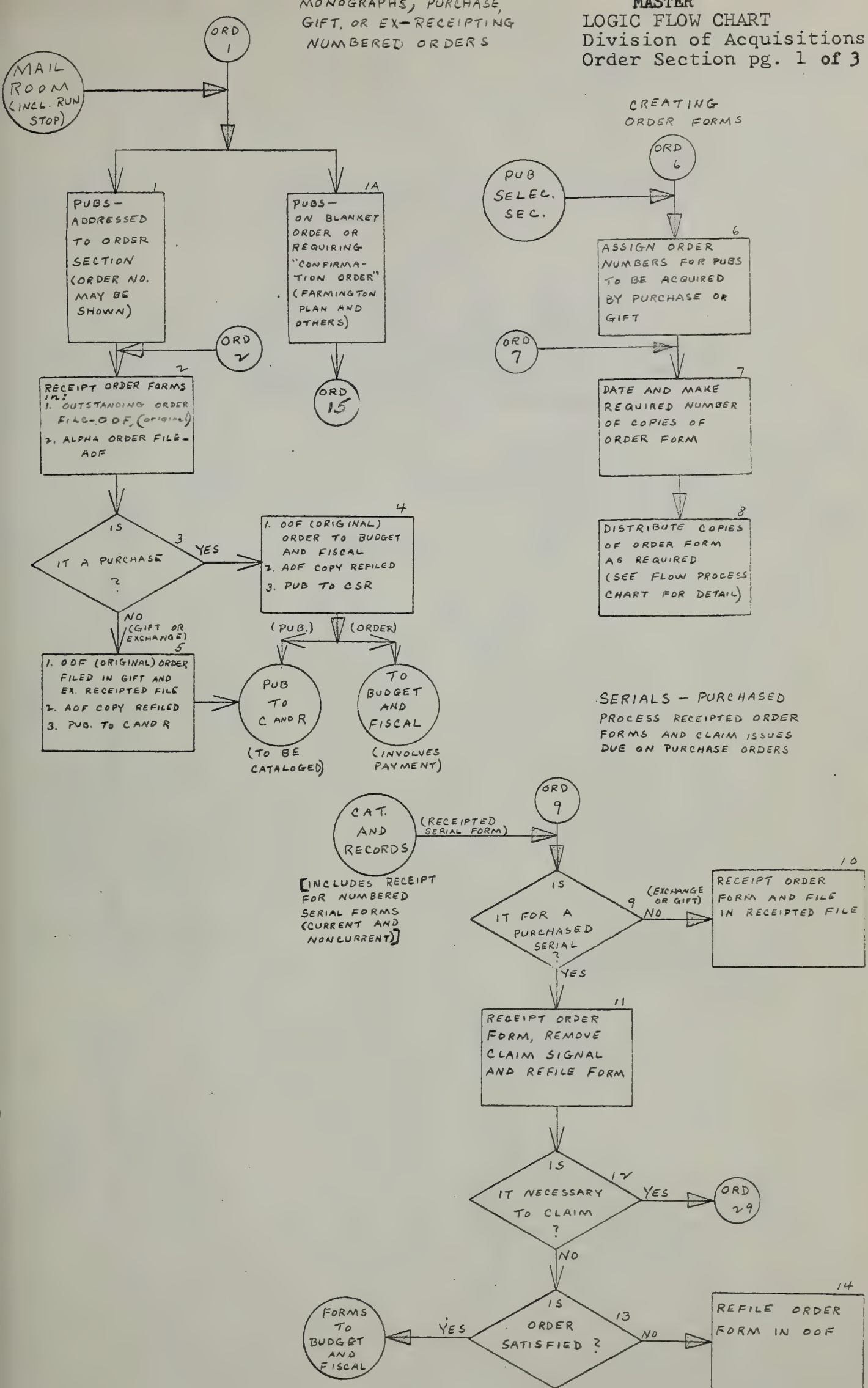
in 3 parts

Order Section
Publication Selection Section
Exchange Section

Division of Catalog and Records

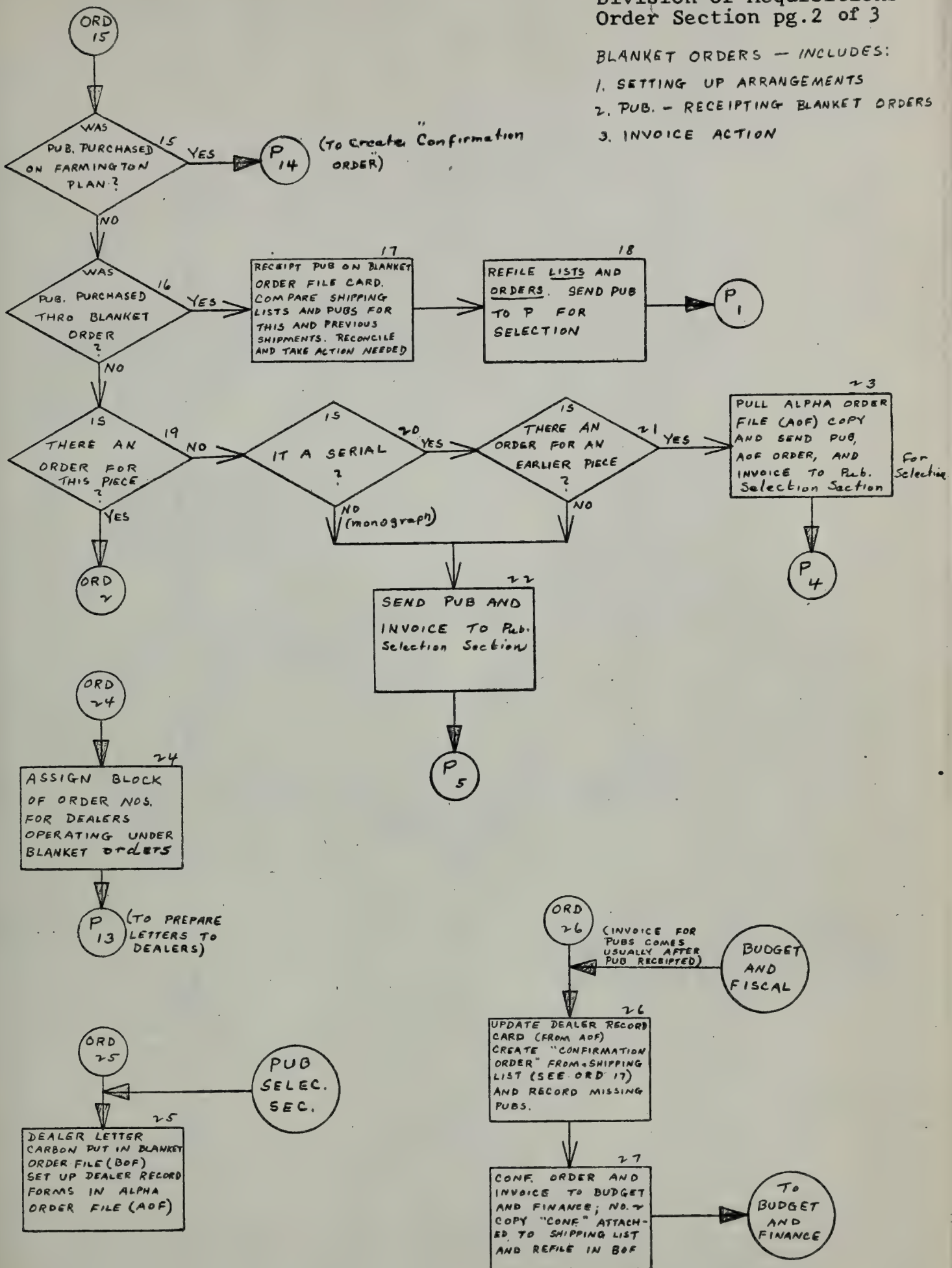
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Catalog Section
Record Section
Preparations Section

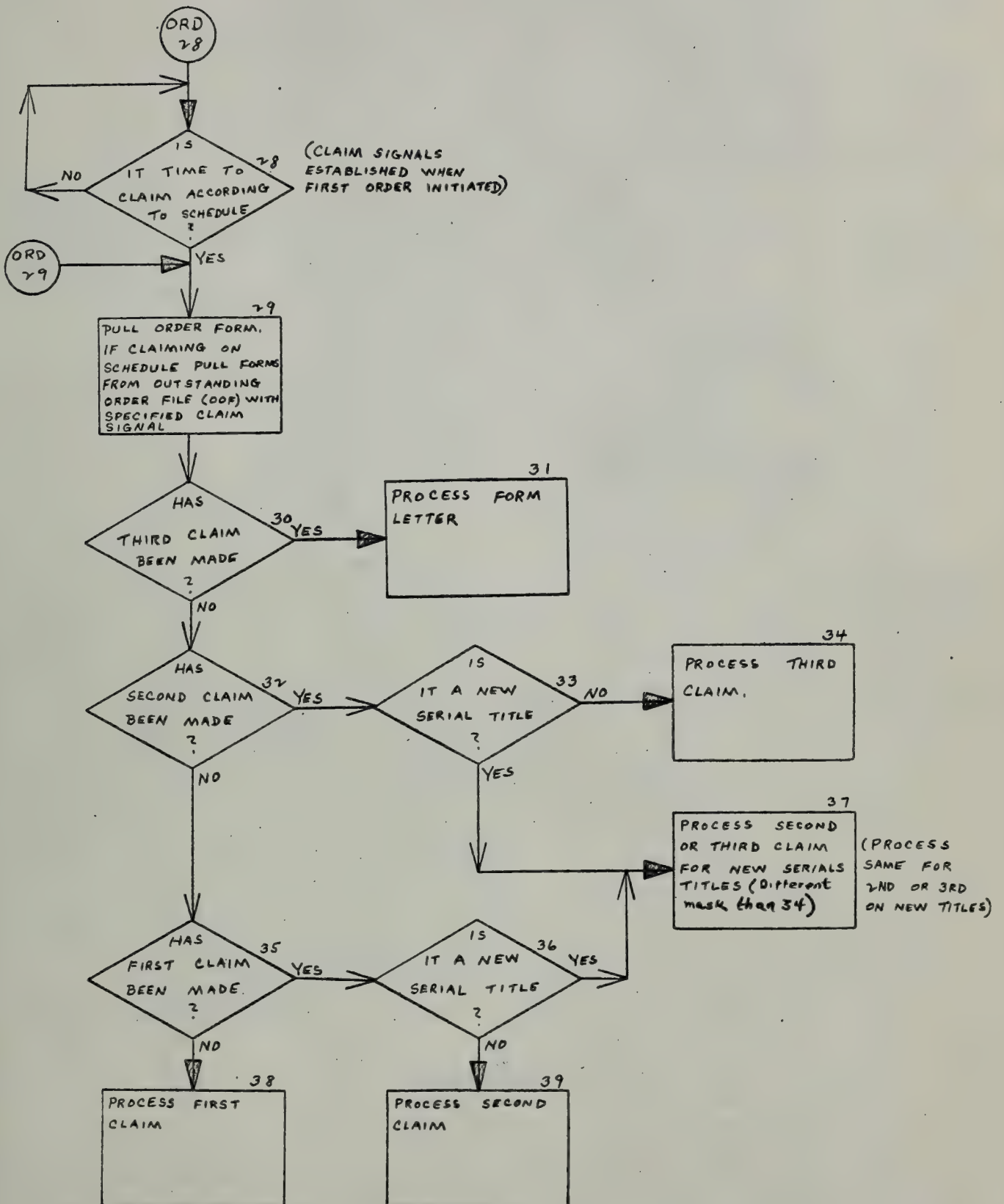


MASTER
 LOGIC FLOW CHART
 Division of Acquisitions
 Order Section pg.2 of 3

BLANKET ORDERS — INCLUDES:
 1. SETTING UP ARRANGEMENTS
 2. PUB. — RECEIPTING BLANKET ORDERS
 3. INVOICE ACTION

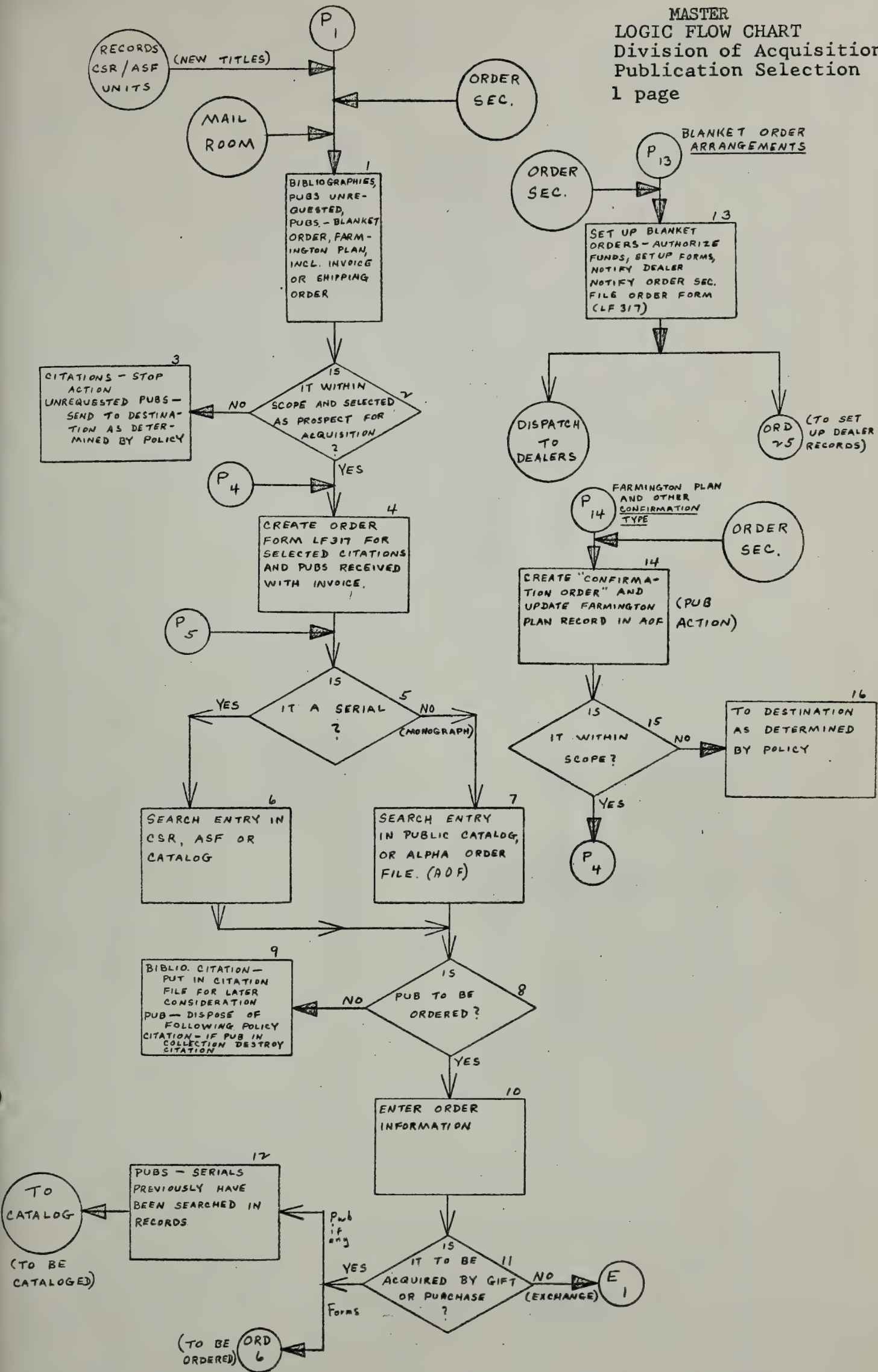


MASTER
 LOGIC FLOW CHART
 Division of Acquisitions
 Order Section pg. 3 of 3
 PURCHASED SERIALS - CLAIMING
 INITIATED BY SIGNALS ACCORDING
 TO A SCHEDULE (INCLUDES CLAIMING
 RESULTING FROM RECEIPTING)





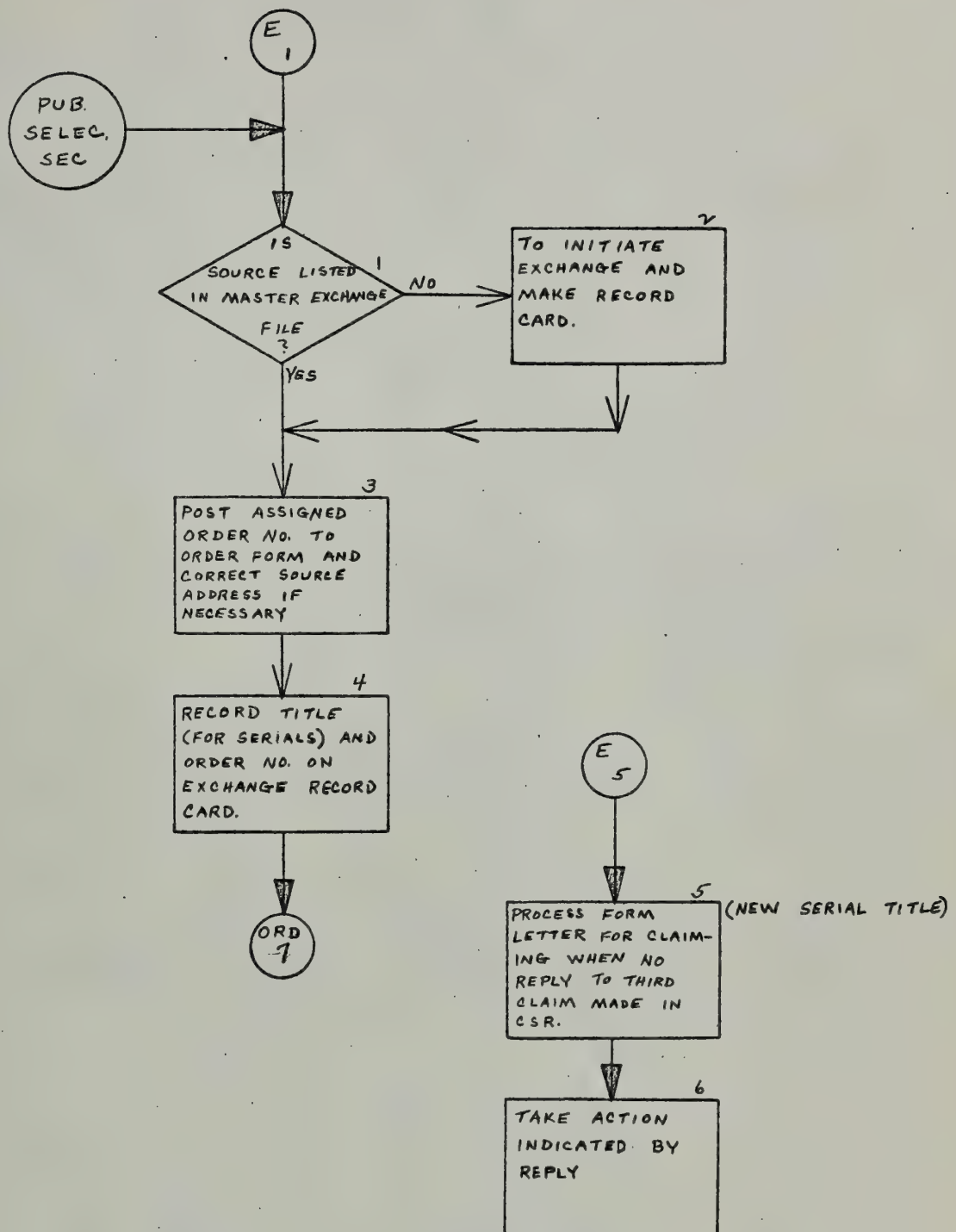
MASTER
LOGIC FLOW CHART
Division of Acquisitions
Publication Selection
1 page

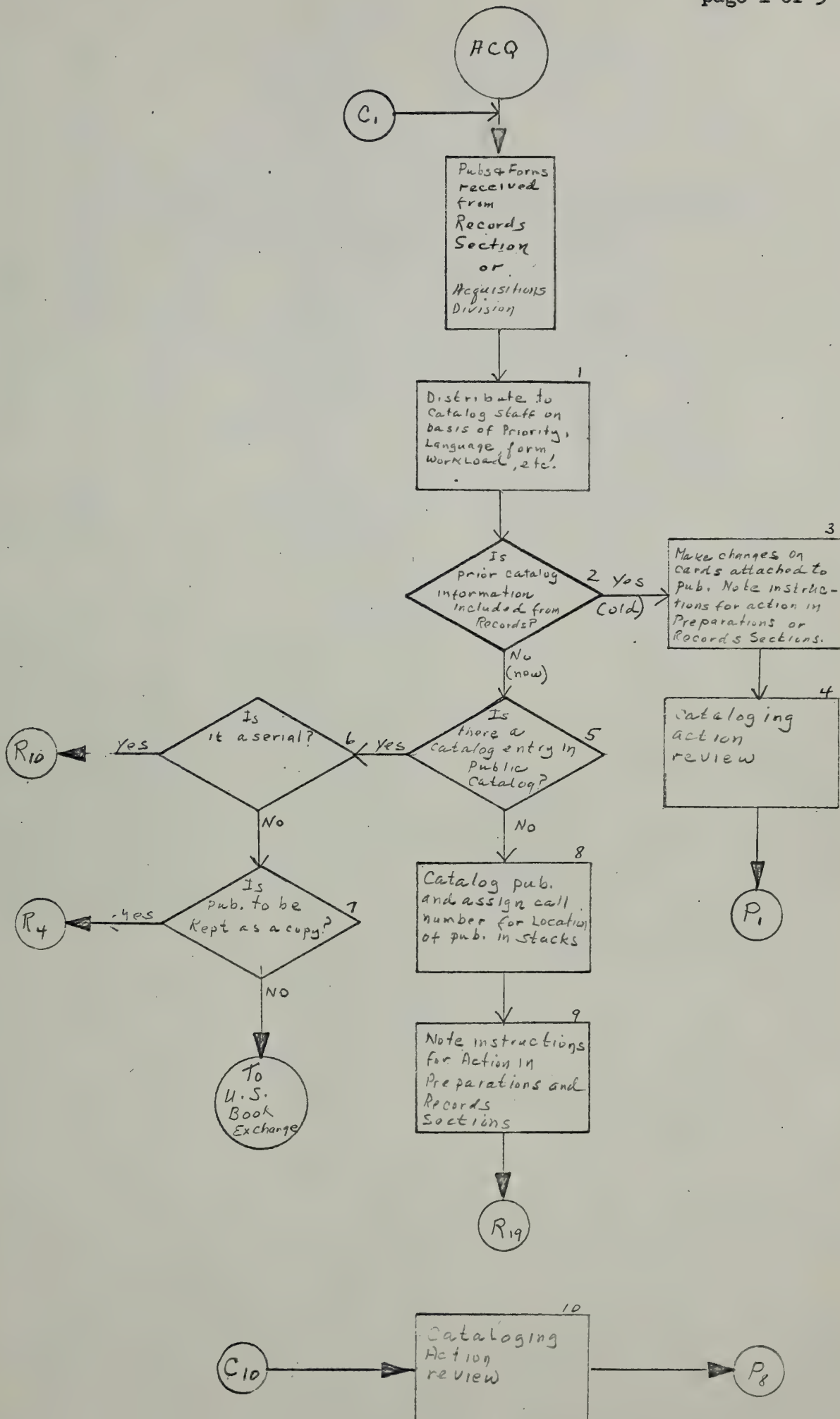


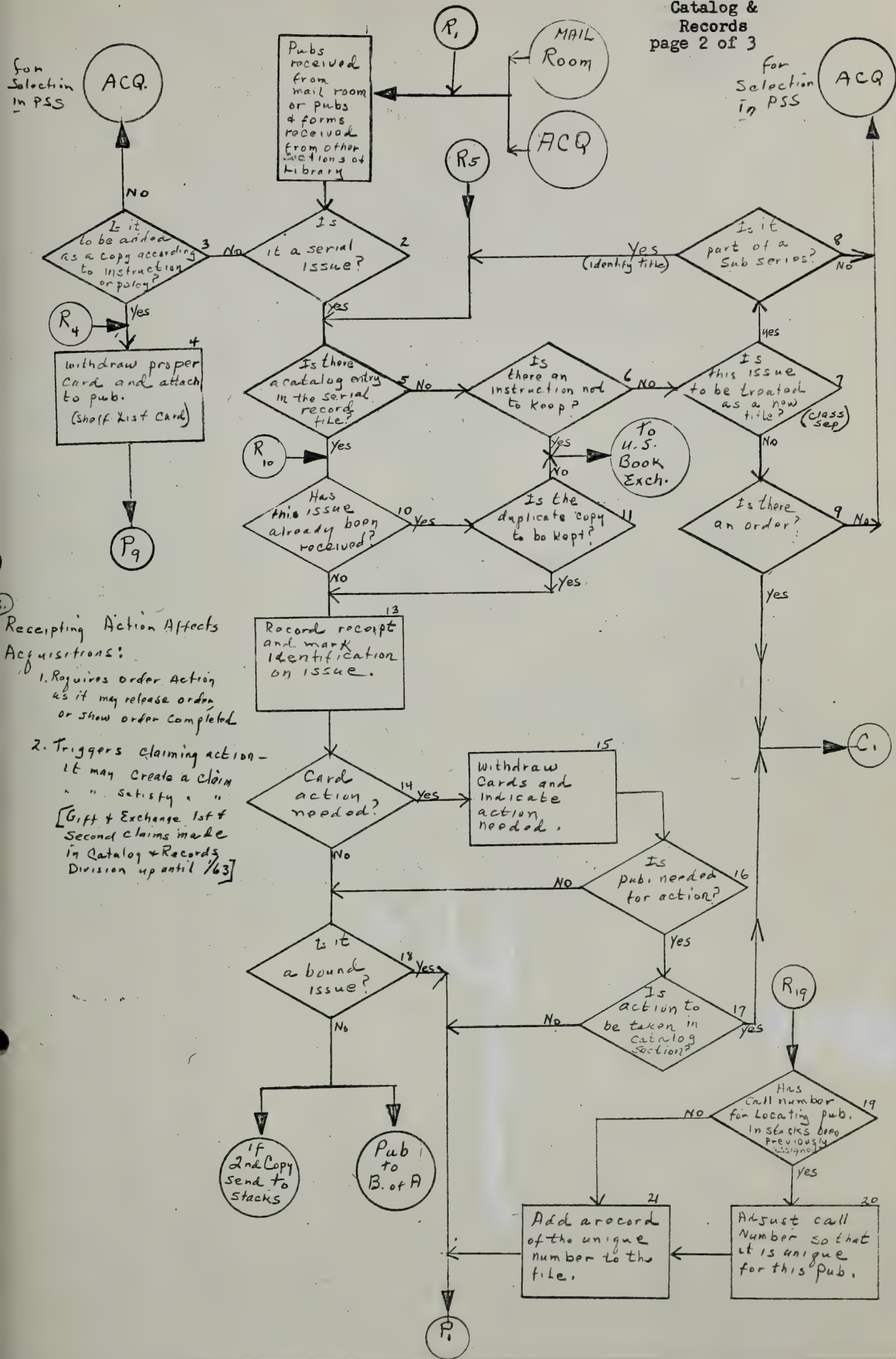


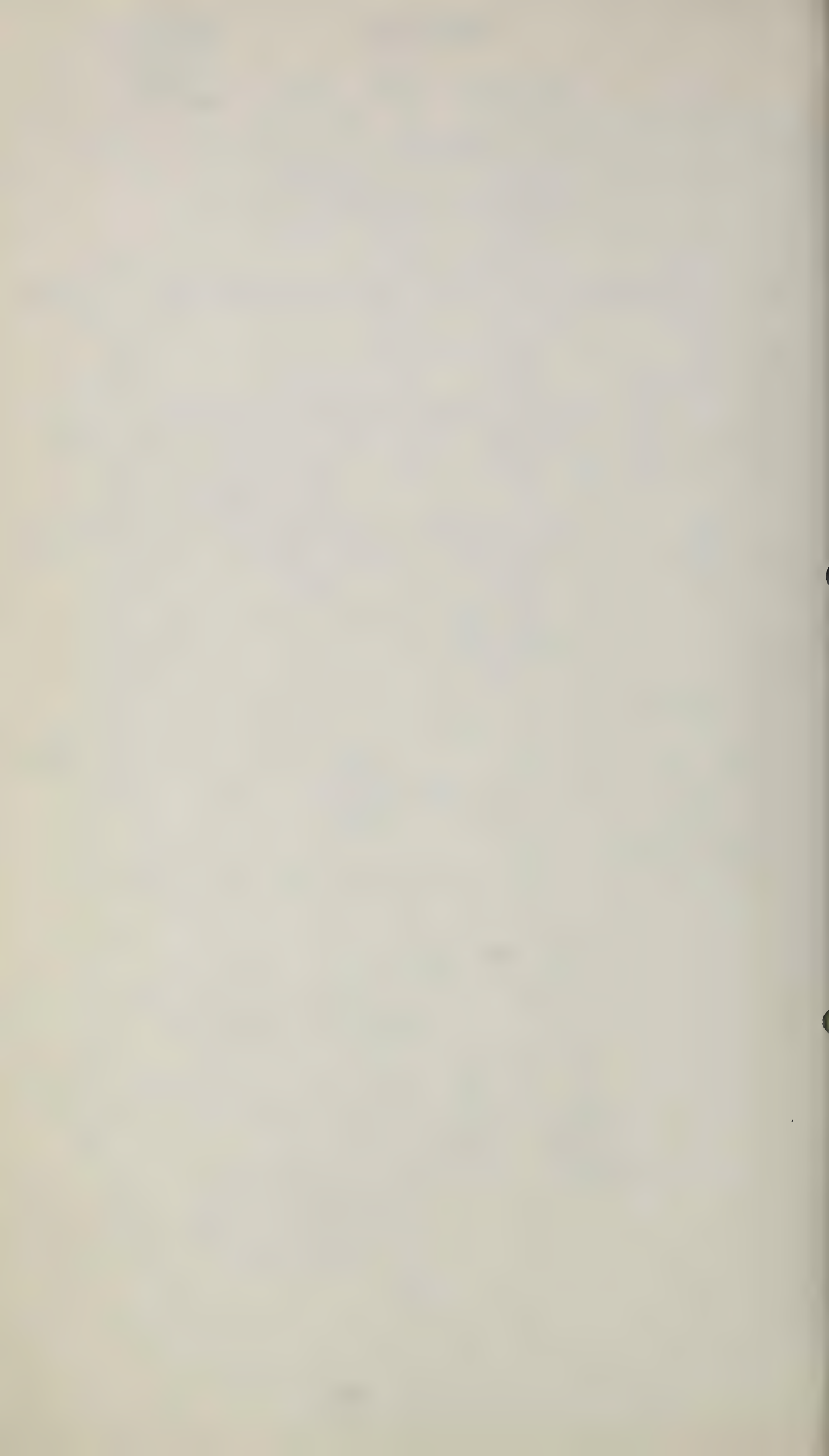
MASTER
 LOGIC FLOW CHART
 Division of Acquisitions
 Exchange Section 1 page

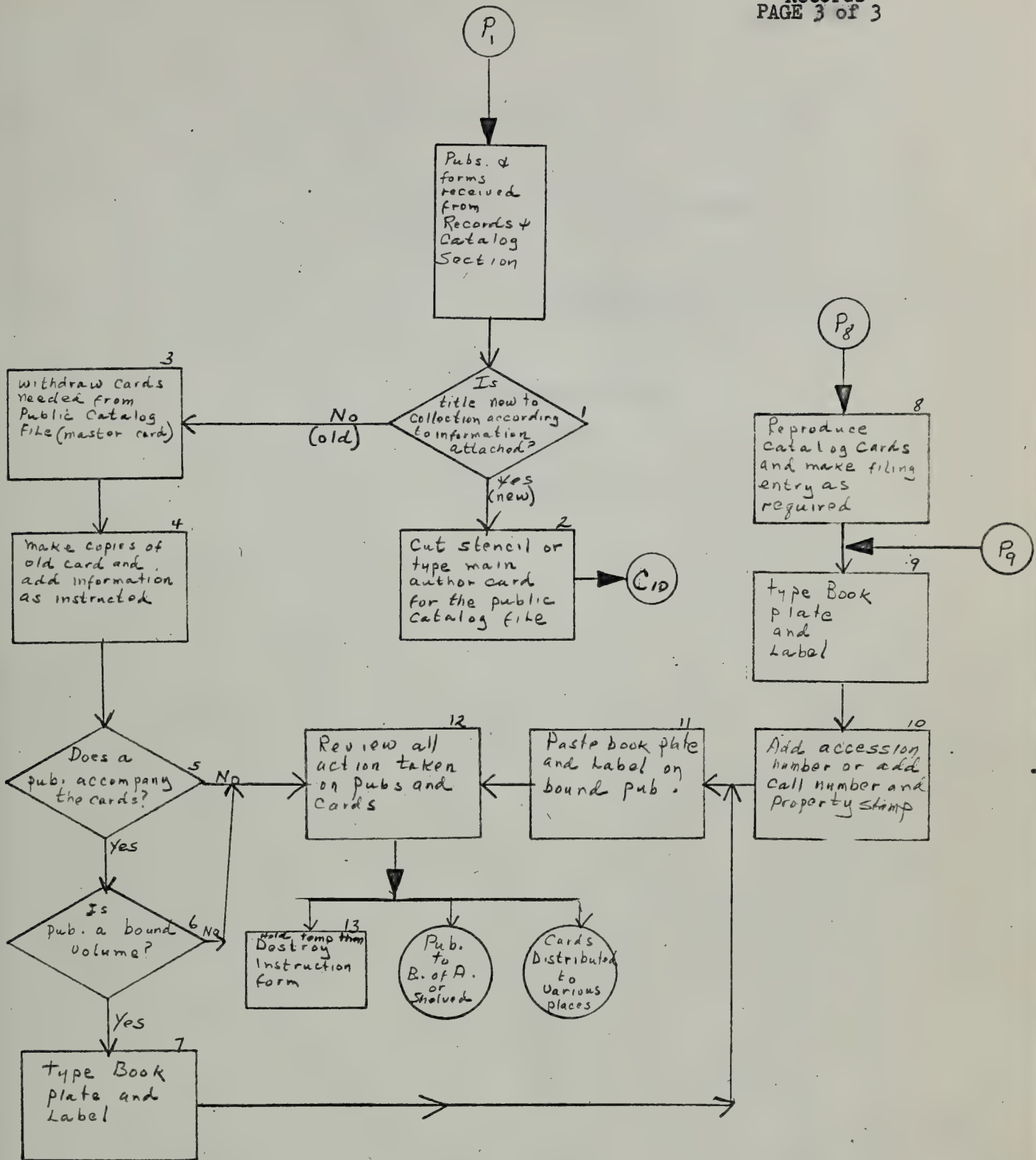
(THIS IS A SMALL PART OF
 TOTAL WORK ASSIGNMENT OF
 THIS SECTION)



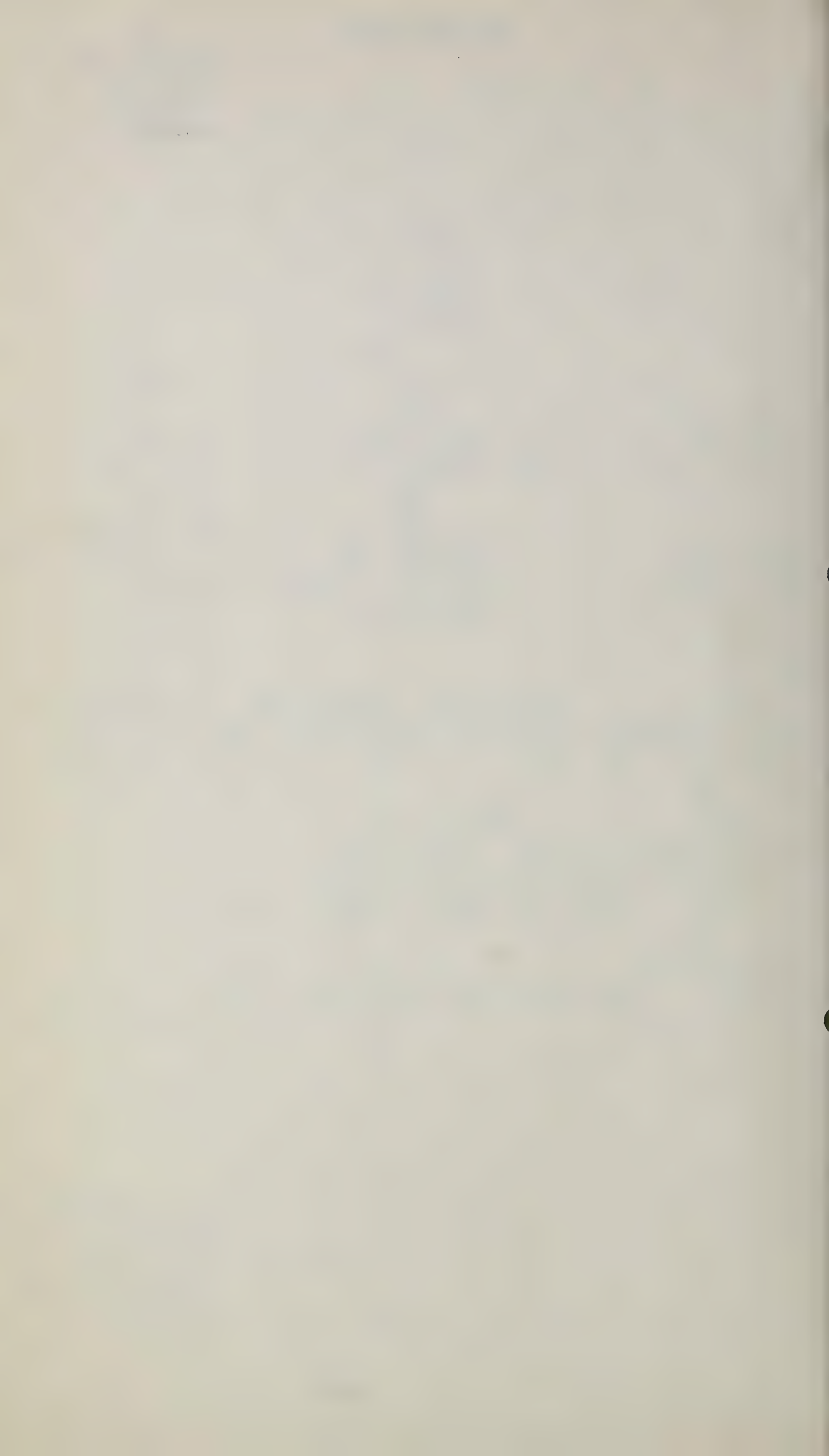








note: after 1/63 plans were that
selected list of pubs would
be sent to B. of A. prior
and on these charts most
pubs went thro B. of A.
even tho not indexed
by B. of A.



TECHNICAL SERVICES

DIVISION OF ACQUISITIONS

Order Section

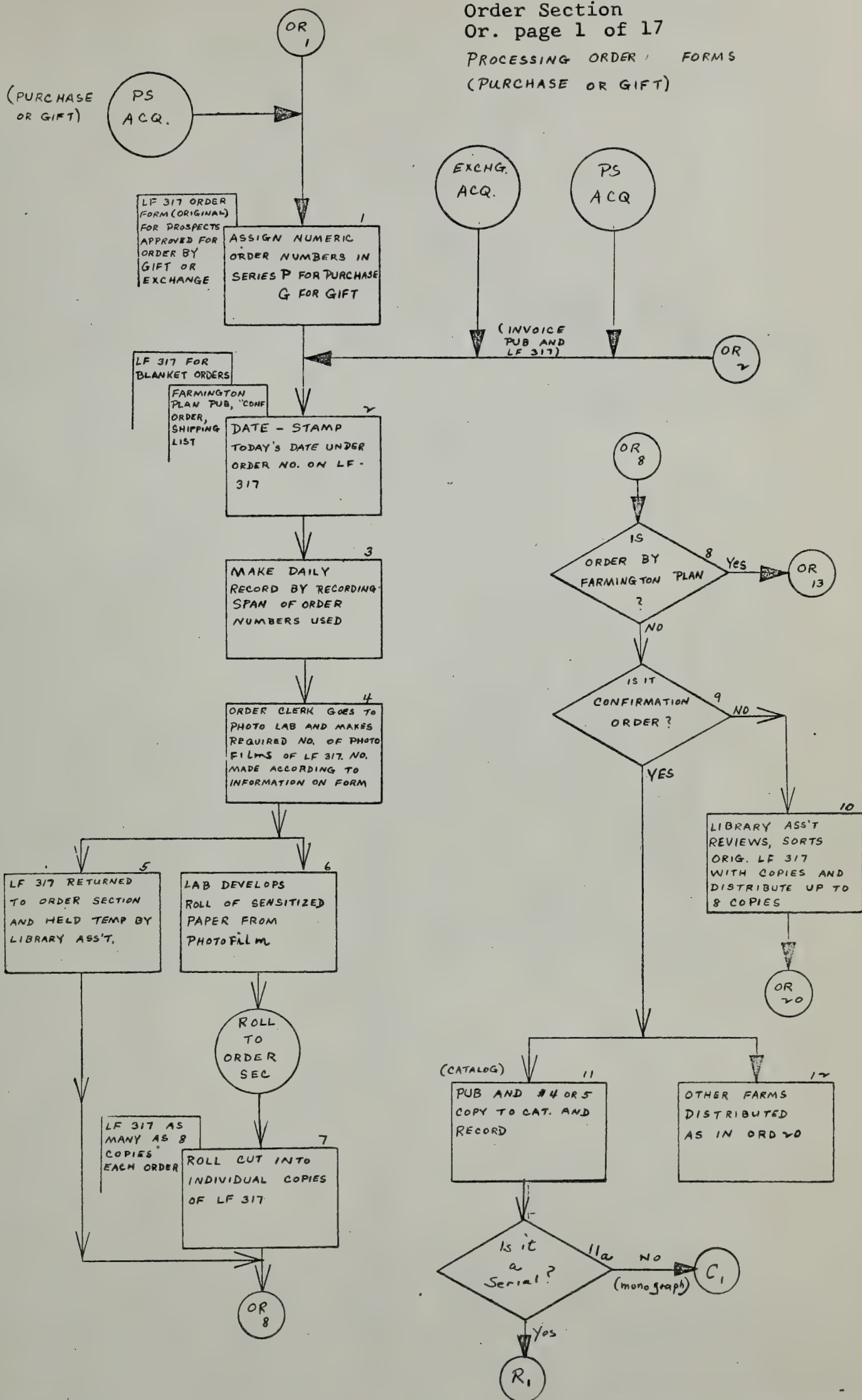
Flow Process Charts

17 pages

Blocks coded Or 1 thro 153

Flow Process Chart
Division of Acquisition
Order Section
Or. page 1 of 17

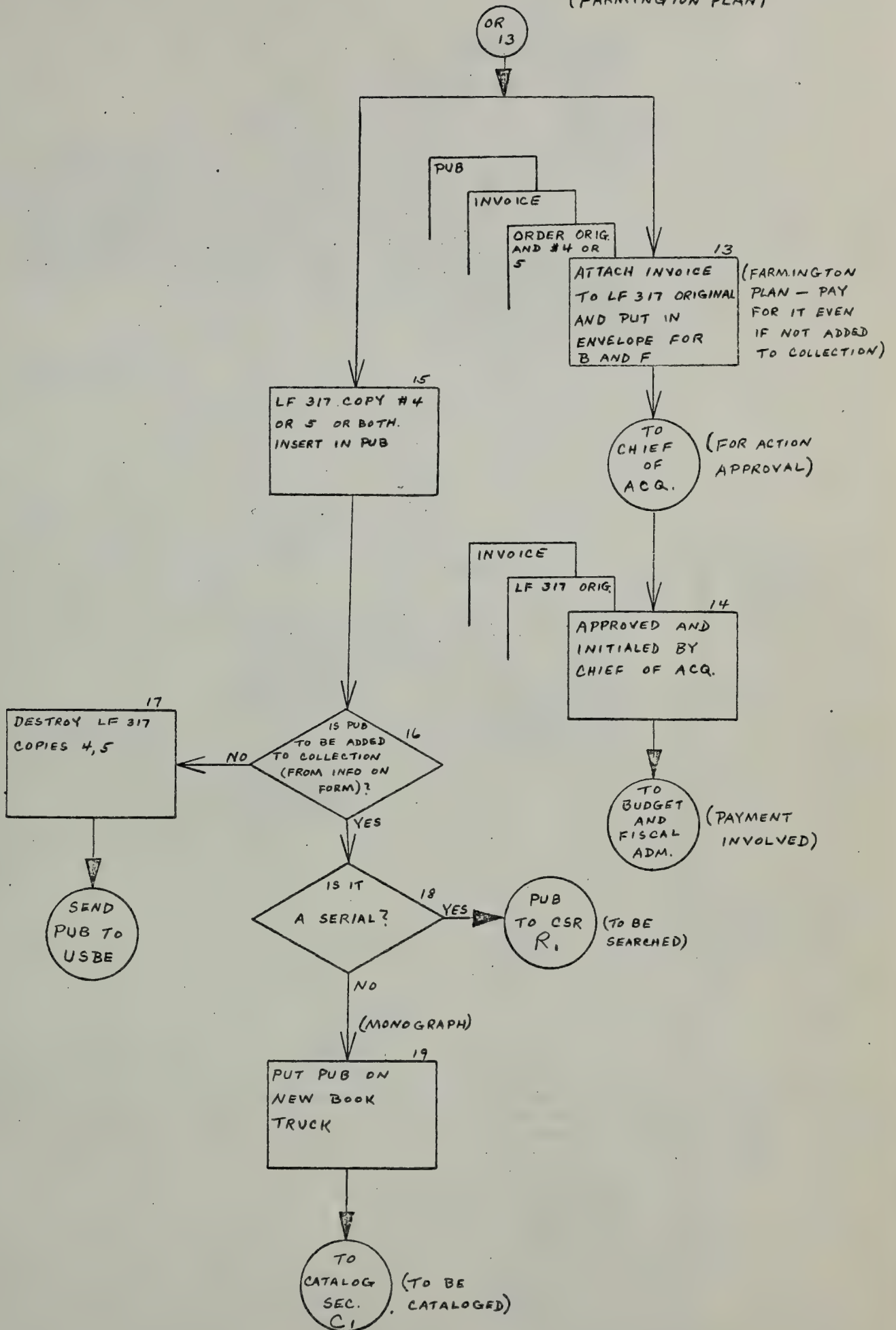
PROCESSING ORDER FORMS
(PURCHASE OR GIFT)

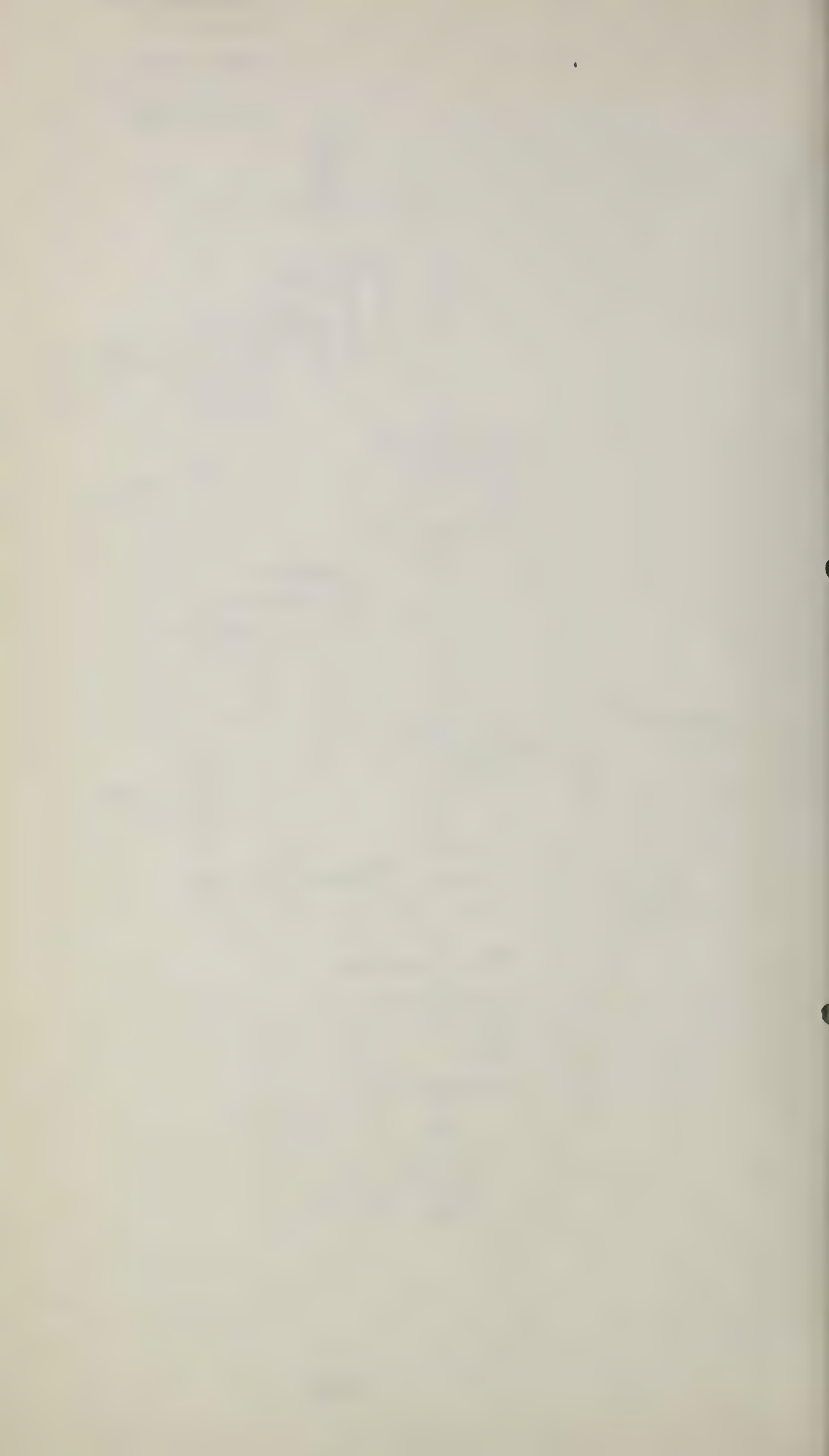


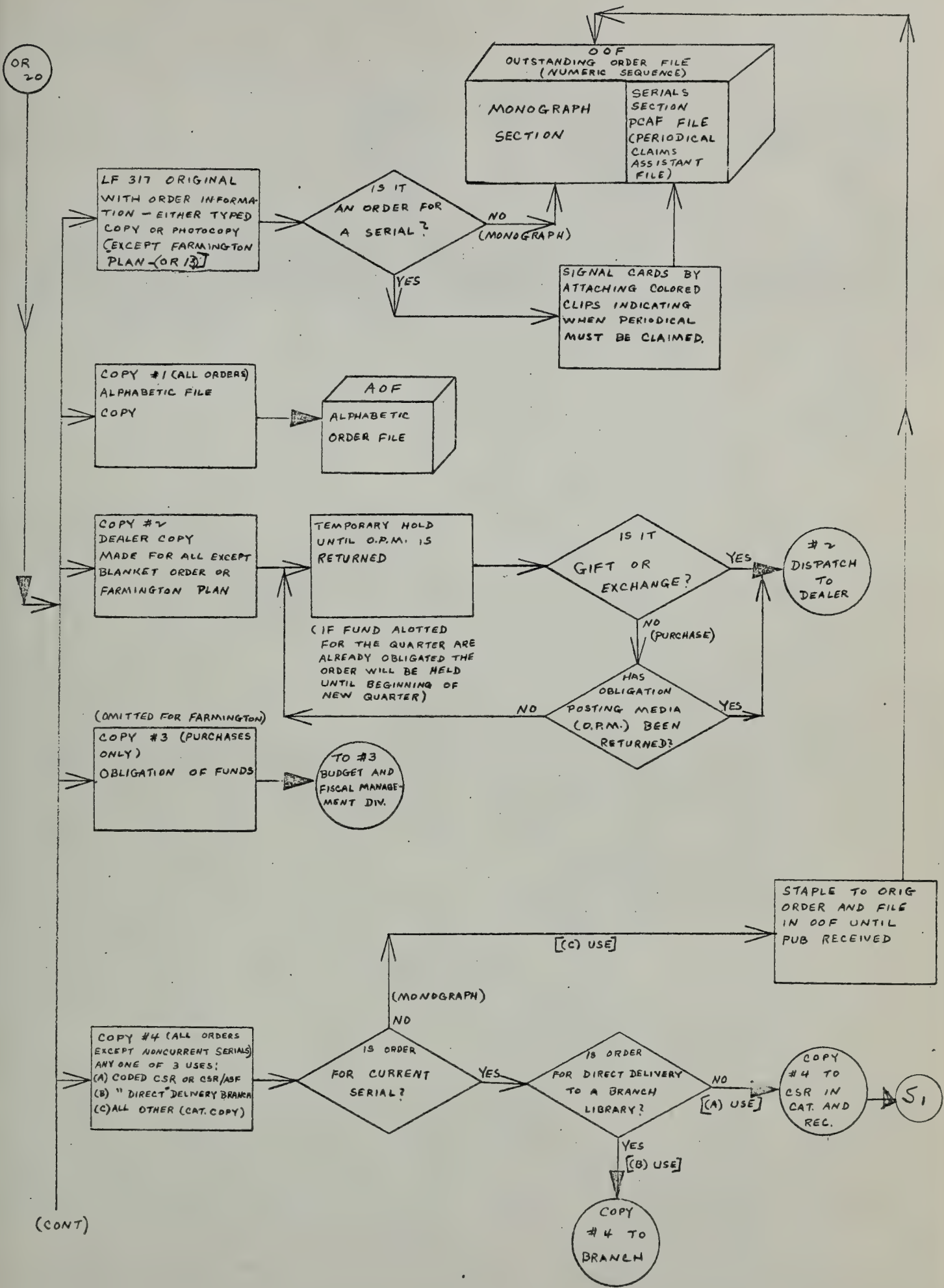
FLOW PROCESS CHART
Acquisitions

Order Section
Or. page 2 of 17

PROCESSING ORDER FORMS
(FARMINGTON PLAN)



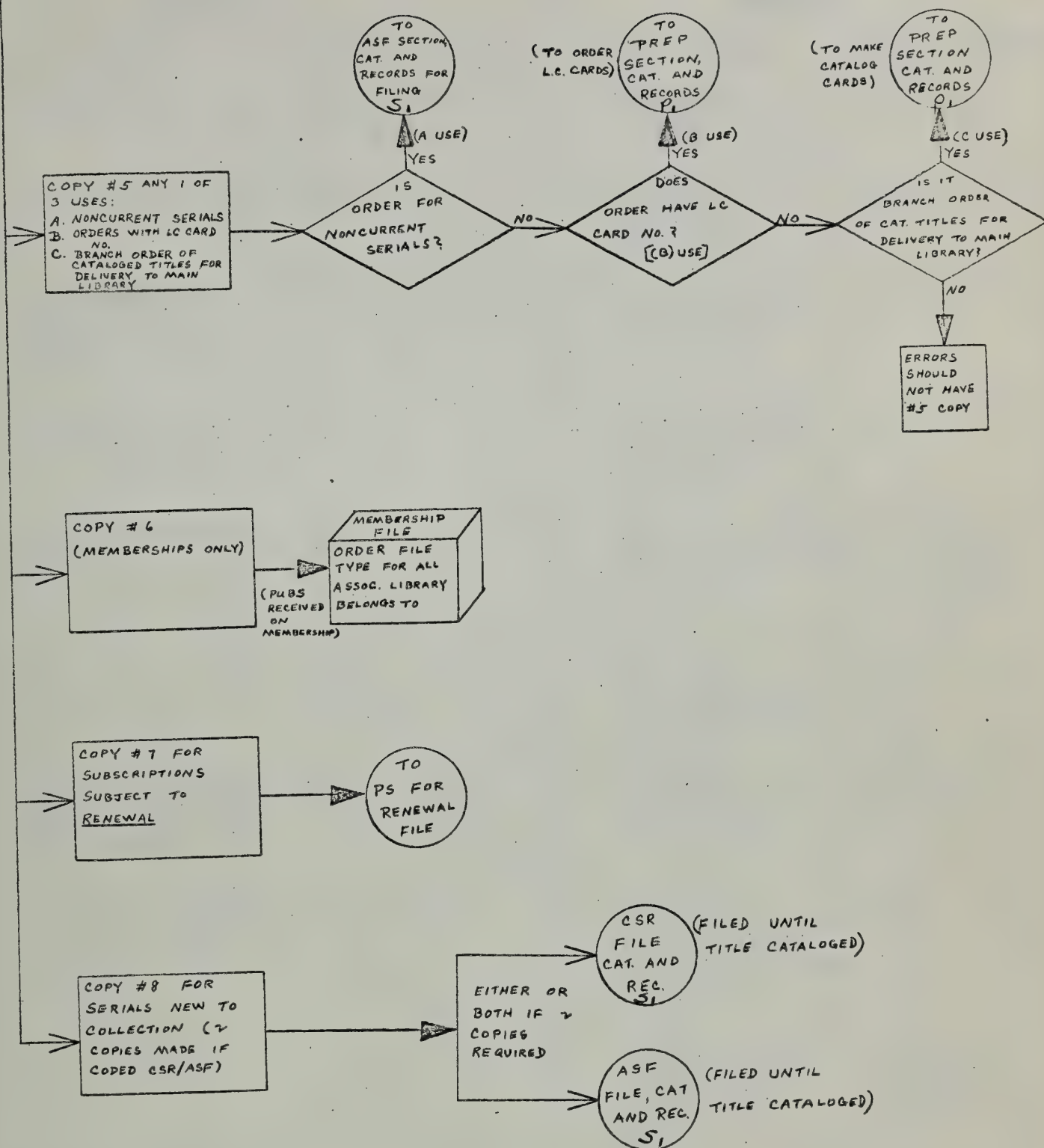




FLOW PROCESS CHART
Acquisitions

Order Section
Or. page 4 of 17

(CONT'D
FROM
PAGE 3)



SEE NEXT PAGE FOR KEY TO FORMS REQUIREMENT

Key to Form Requirements:
Copies numbered on pages 3 and 4

MONOGRAPHS		SERIALS	
Type of Order	LF 317 copies required	Type of Order	LF 317 copies required
A. Purchased, no LC card	orig., 1,2,3, 4 (cat.)	A. Purchase Renewals(only current issues)	orig., 1,2, 3,4,7
B. Purchased LC card	orig., 1,2,3, 4(c), 5(b)	B. Purchase, Membership, Renewals	orig.,1,2,3, 4,6,7
C. Purchased for Branch but delivered to Main Library	Same as b	C. Purchase, only noncurrent issues	orig.,1,2,3, 5,7
D. Purchased for Branch and delivered direct to Branch	Orig., 1,2,3, 4(b)	D. Purchase, order includes both current and non current	orig.,1,2,3, 4,5,7
E. Gift or Exchange <u>no</u> LC card	orig., 1,2, 4(c)	E. Purchase - Titles new to collection	orig., 1,2, 3, 4(CSR) or 5(ASF) or both 4 & 5, 7,8
F. Gift or Exchange with LC card	orig., 1,2, 4(), 5b	F. Gift or Exchange, only current issues	orig., 1,2, 4,
G. Exchange, <u>no</u> LC card, for Branch but delivery to Main Library	orig., 1,2, 5(c)	G. Gift or Exchange, only non current issues	orig., 1,2, 5
H. Exchange, LC card for Branch and delivery direct to Branch	orig., 1,2,4	H. Gift or Exchange, order includes both current and non current	orig., 1,2, 4,5
		I. Gift or Exchange, for title new to collection	orig., 1,2, 4(CSR) or 5(ASF) or both 4 & 5,8

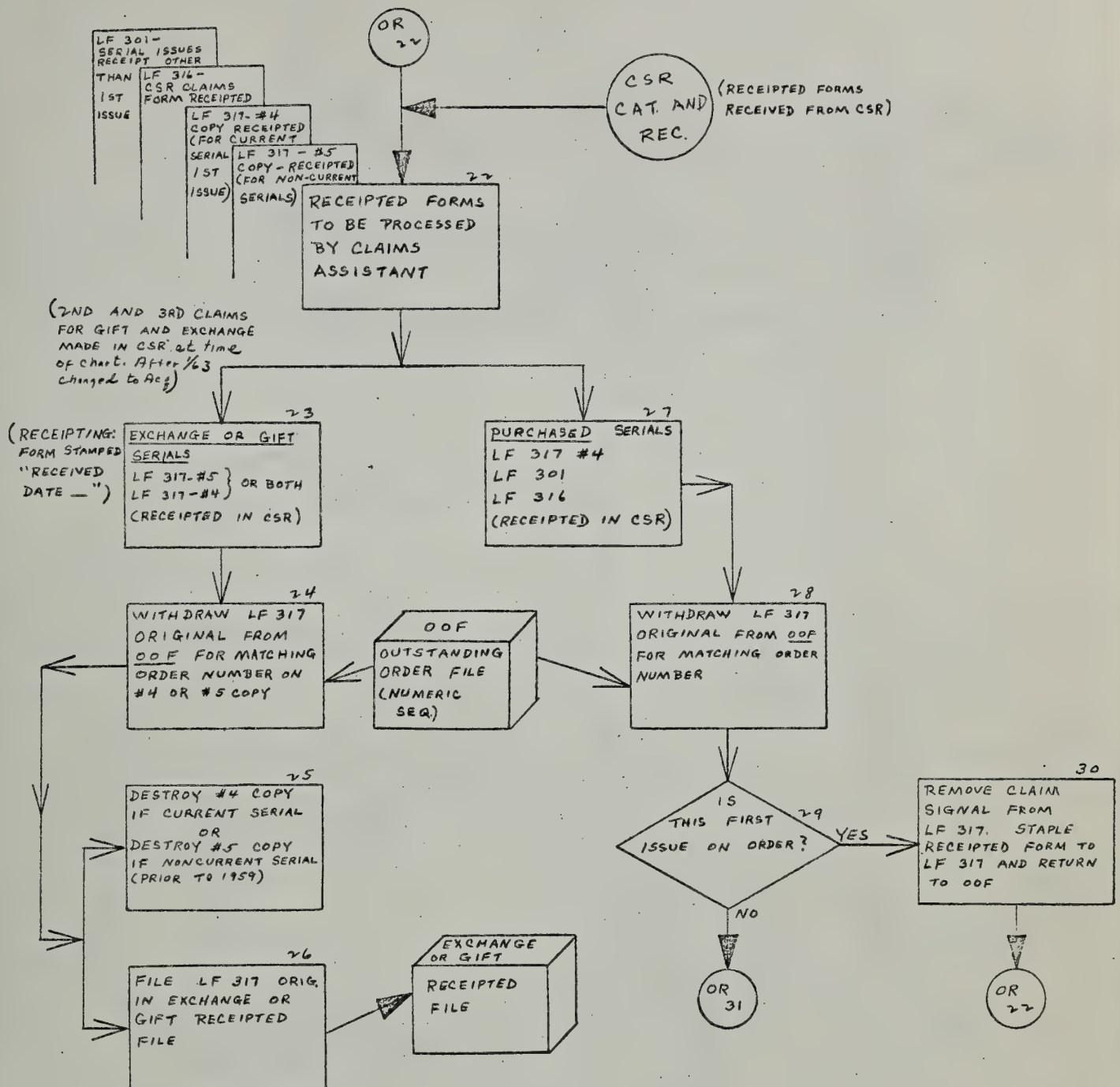
Note:

Farmington Plan) may qualify in any of above classes
or) of Monographs or Serials
Blanket Orders)

FLOW PROCESS CHART Acquisitions

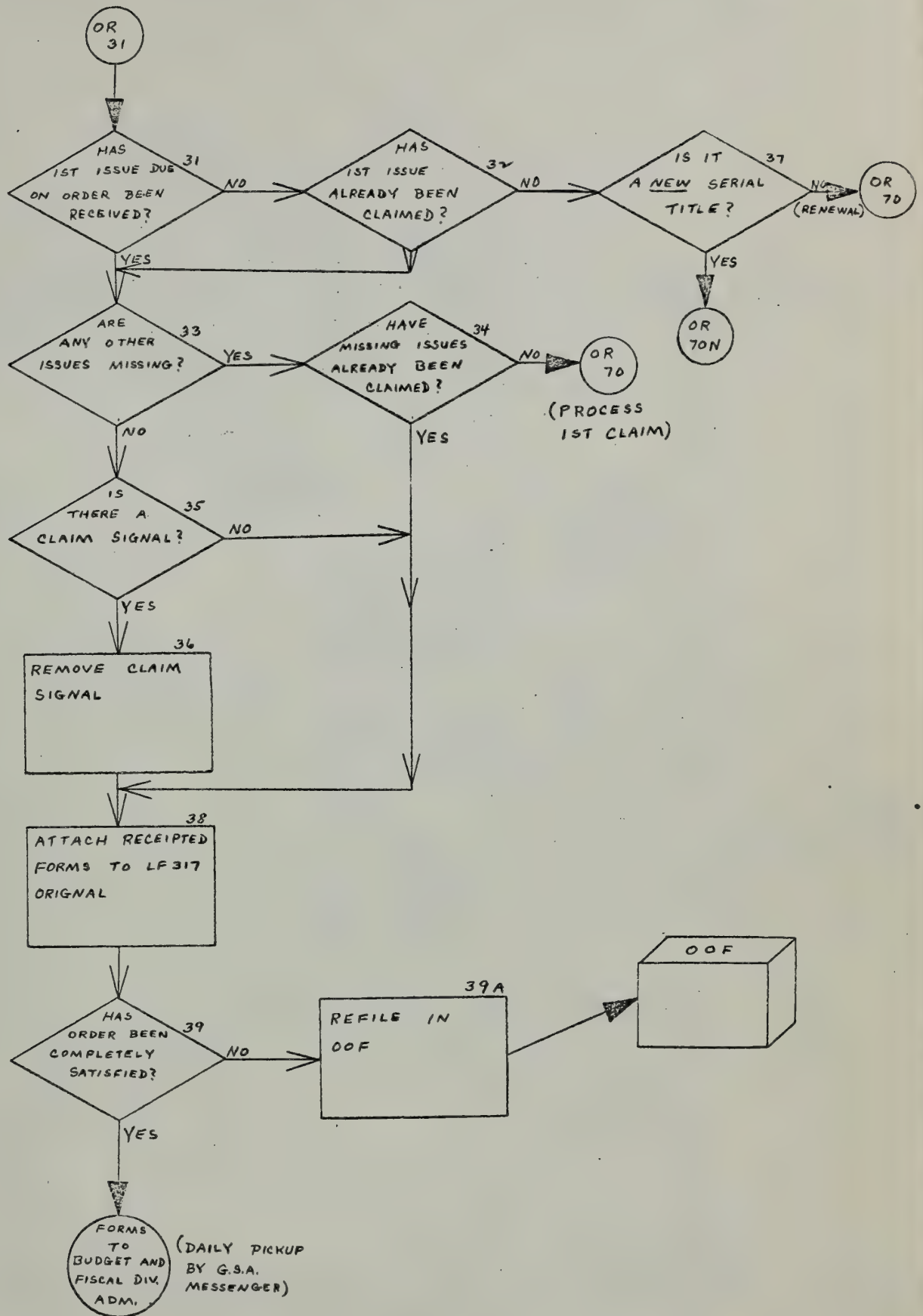
Order Section
Or. page 6 of 17

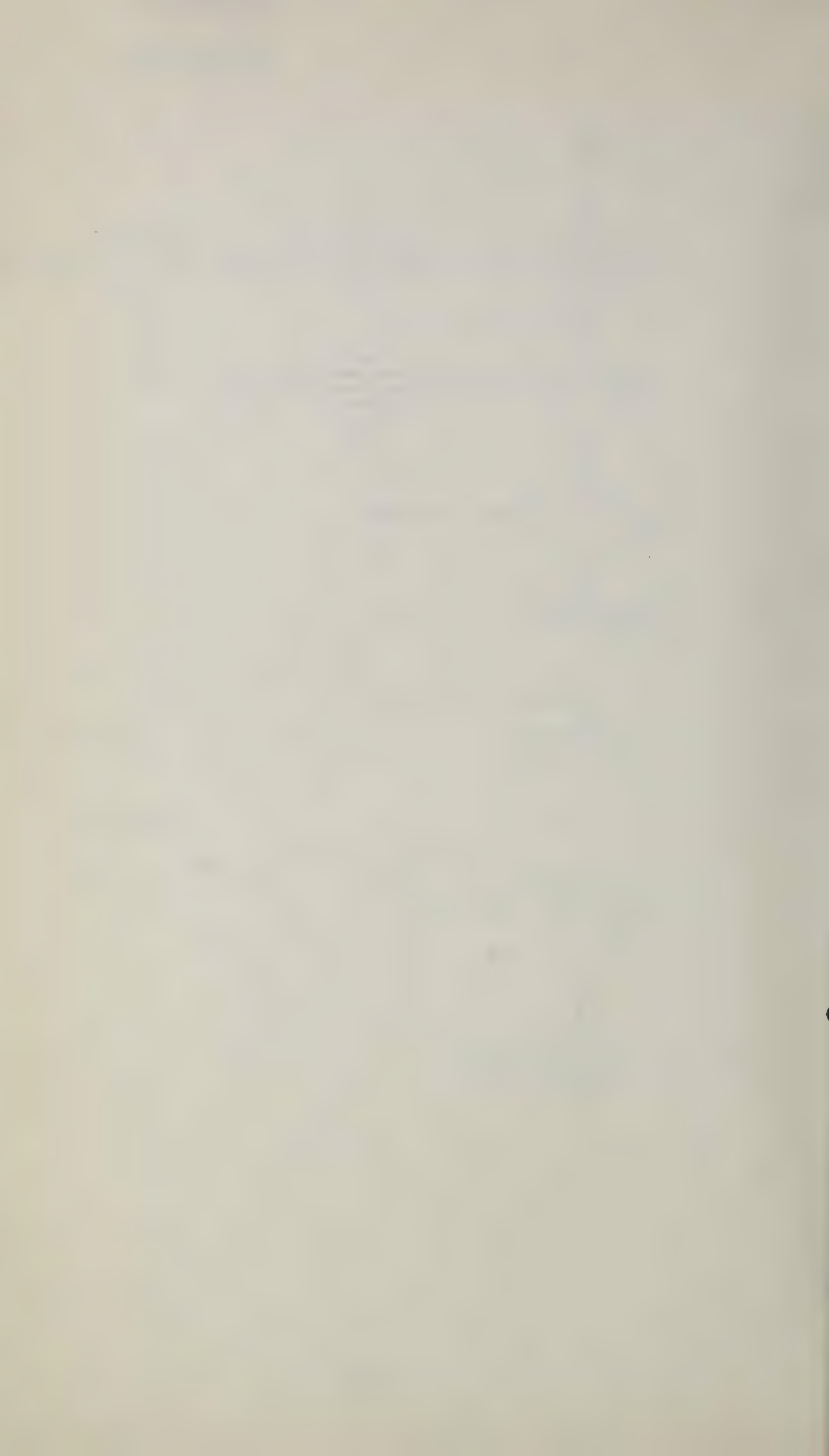
RECEIPTING SERIALS
AND CLAIMING INITIATED
BY RECEIPTING



FLOW PROCESS CHART
Acquisitions

Order Section
Or. page 7 of 17

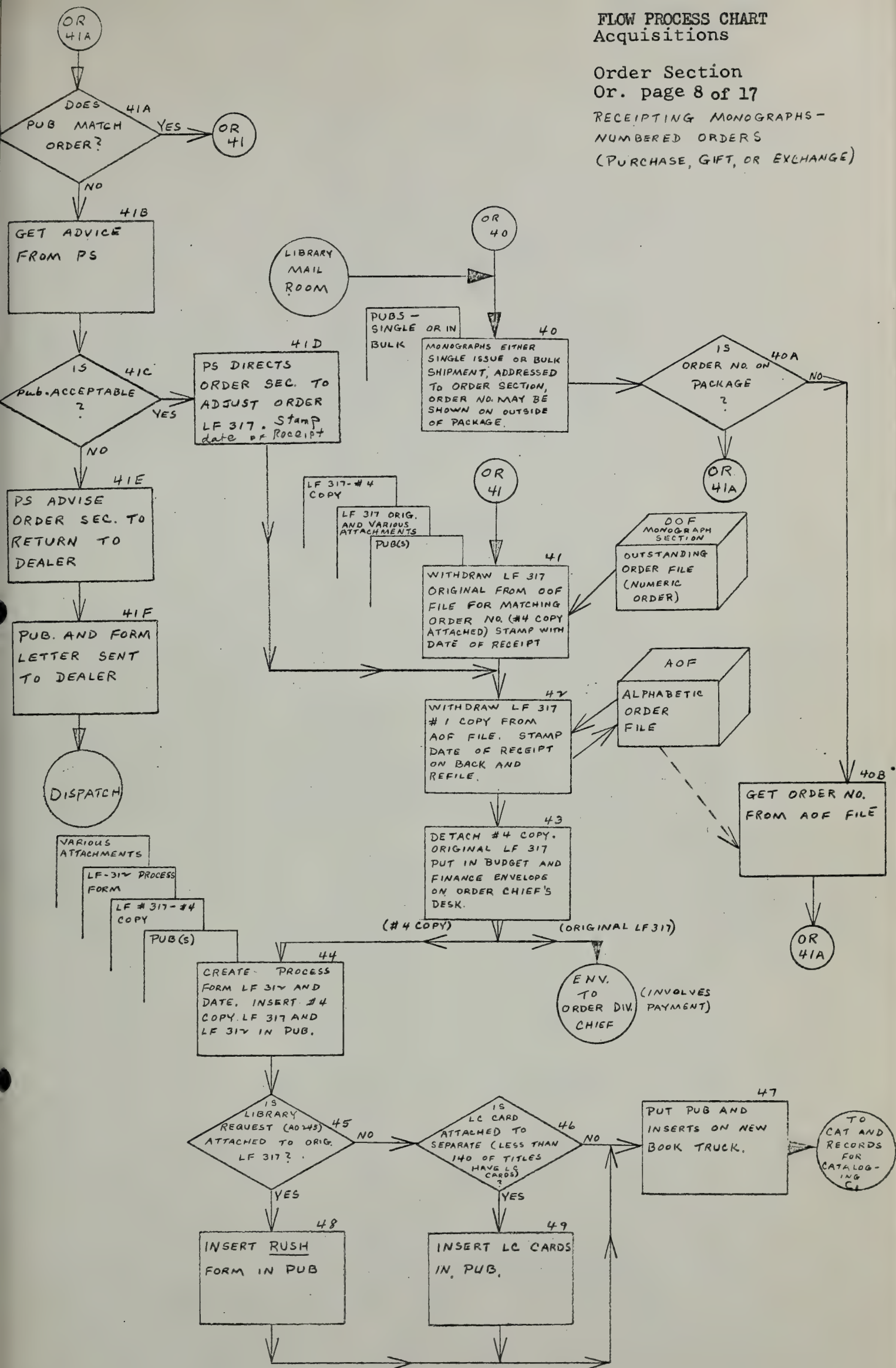




FLOW PROCESS CHART Acquisitions

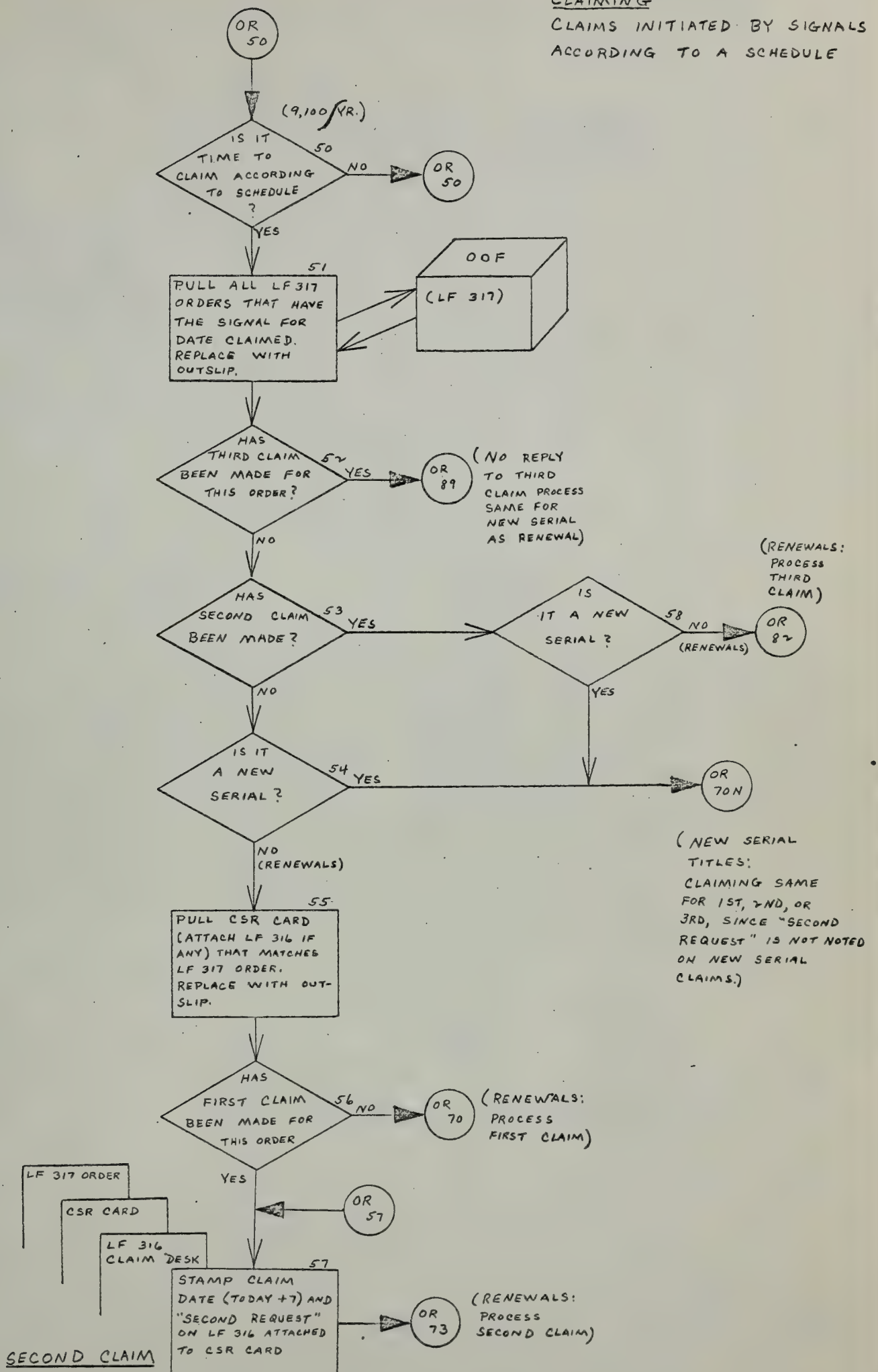
Order Section
Or. page 8 of 17

RECEIPTING MONOGRAPHS -
NUMBERED ORDERS
(PURCHASE, GIFT, OR EXCHANGE)



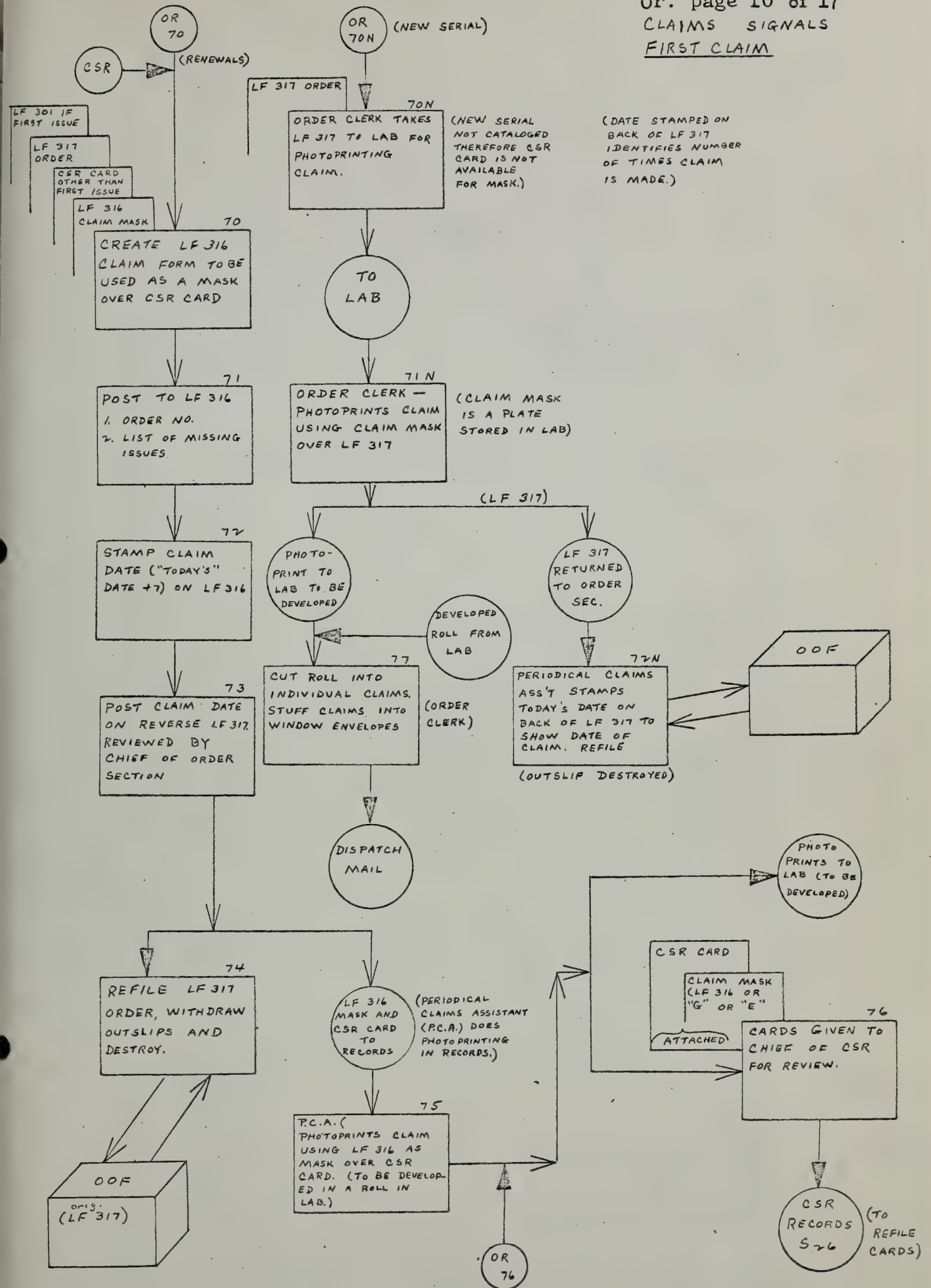
CLAIMING

CLAIMS INITIATED BY SIGNALS
ACCORDING TO A SCHEDULE



FLOW PROCESS CHART Acquisitions

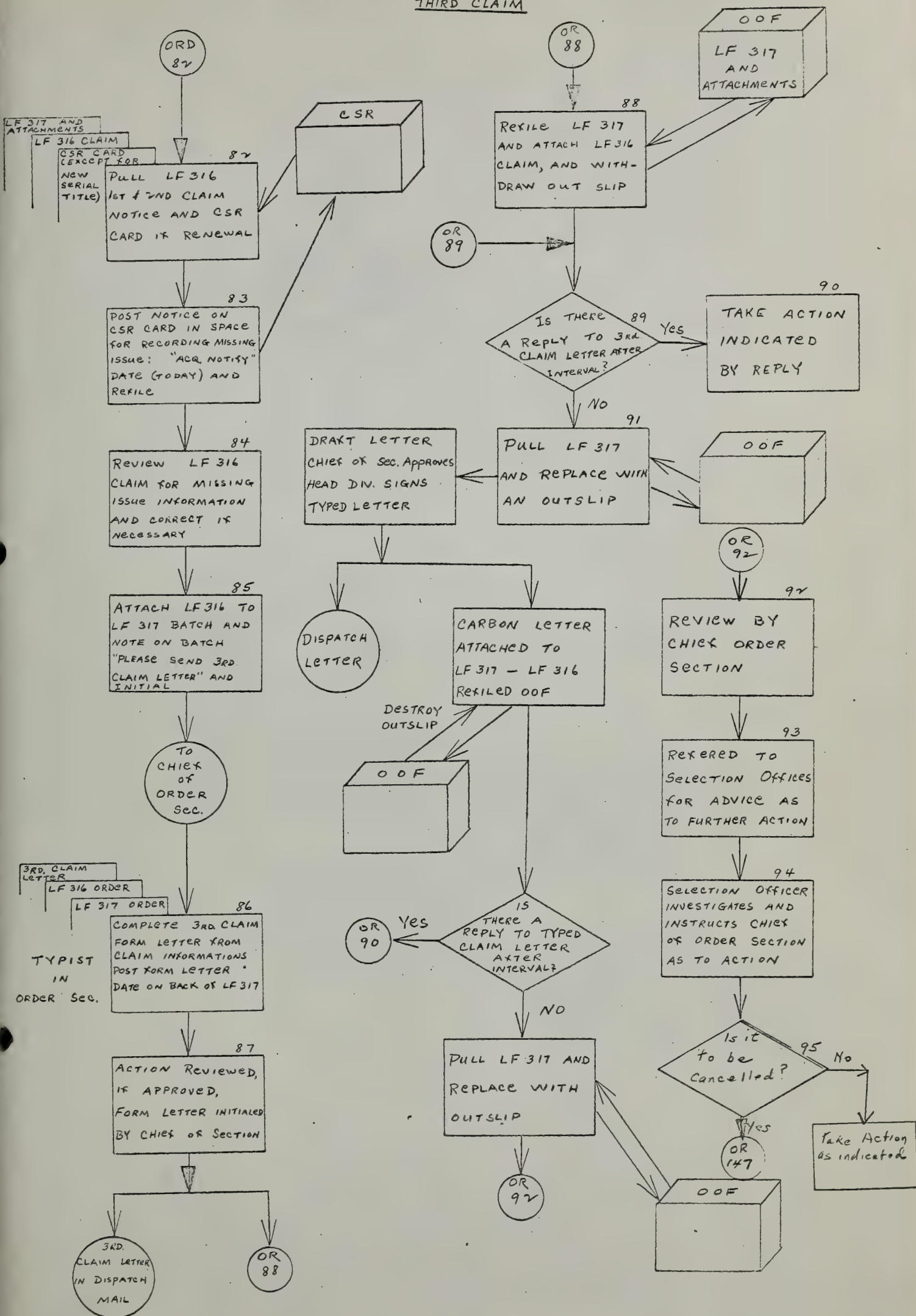
Order Section
Or. page 10 of 17
CLAIMS SIGNALS
FIRST CLAIM



CLAIMS INDICATED
BY SIGNALS
ACCORDING TO
A SCHEDULE

FLOW PROCESS CHART
Acquisitions
Order Section
Or. Page 11. of 17
(CLAIMING)

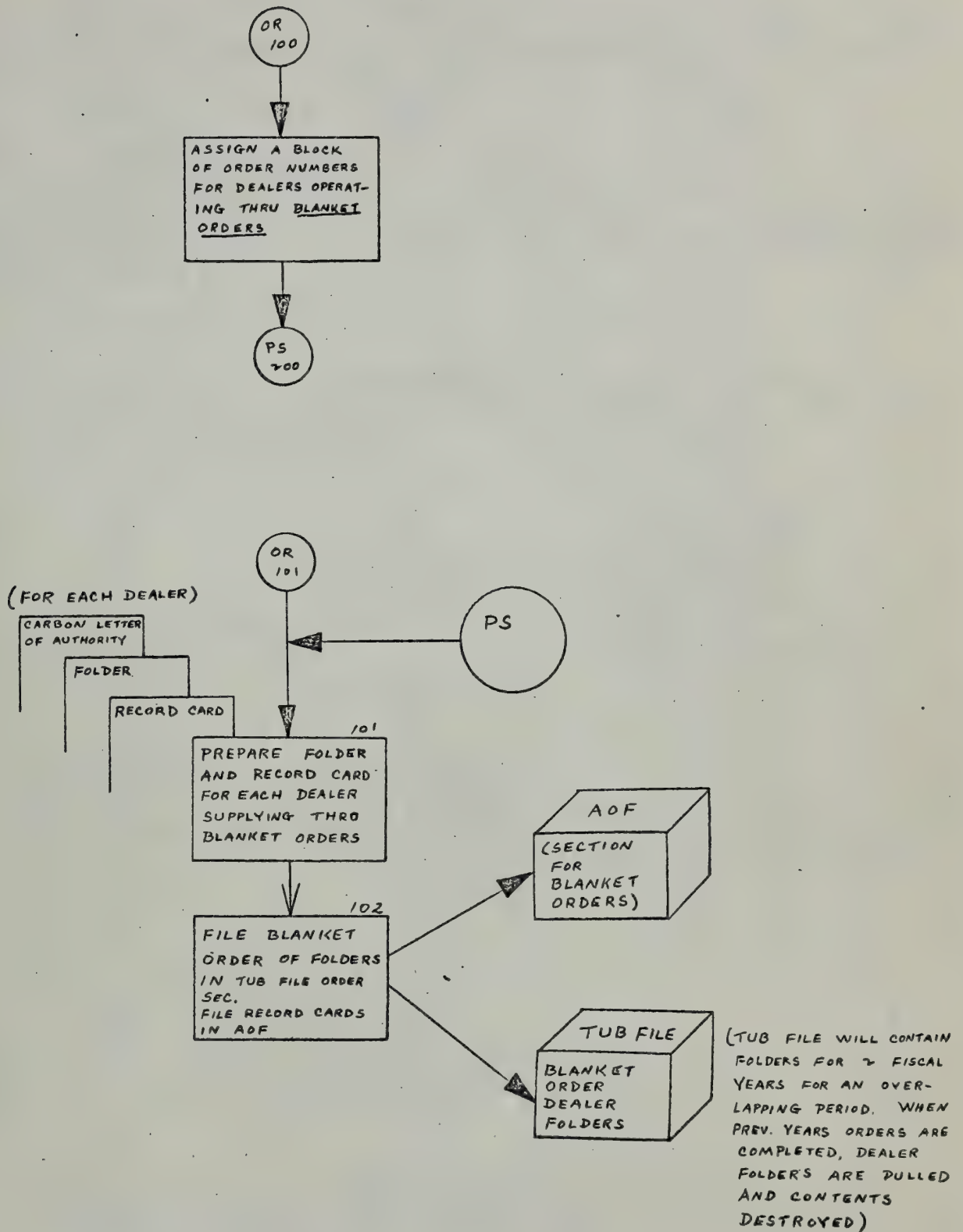
THIRD CLAIM



FLOW PROCESS CHART
Acquisitions

Order Section
Or. page 12 of 17

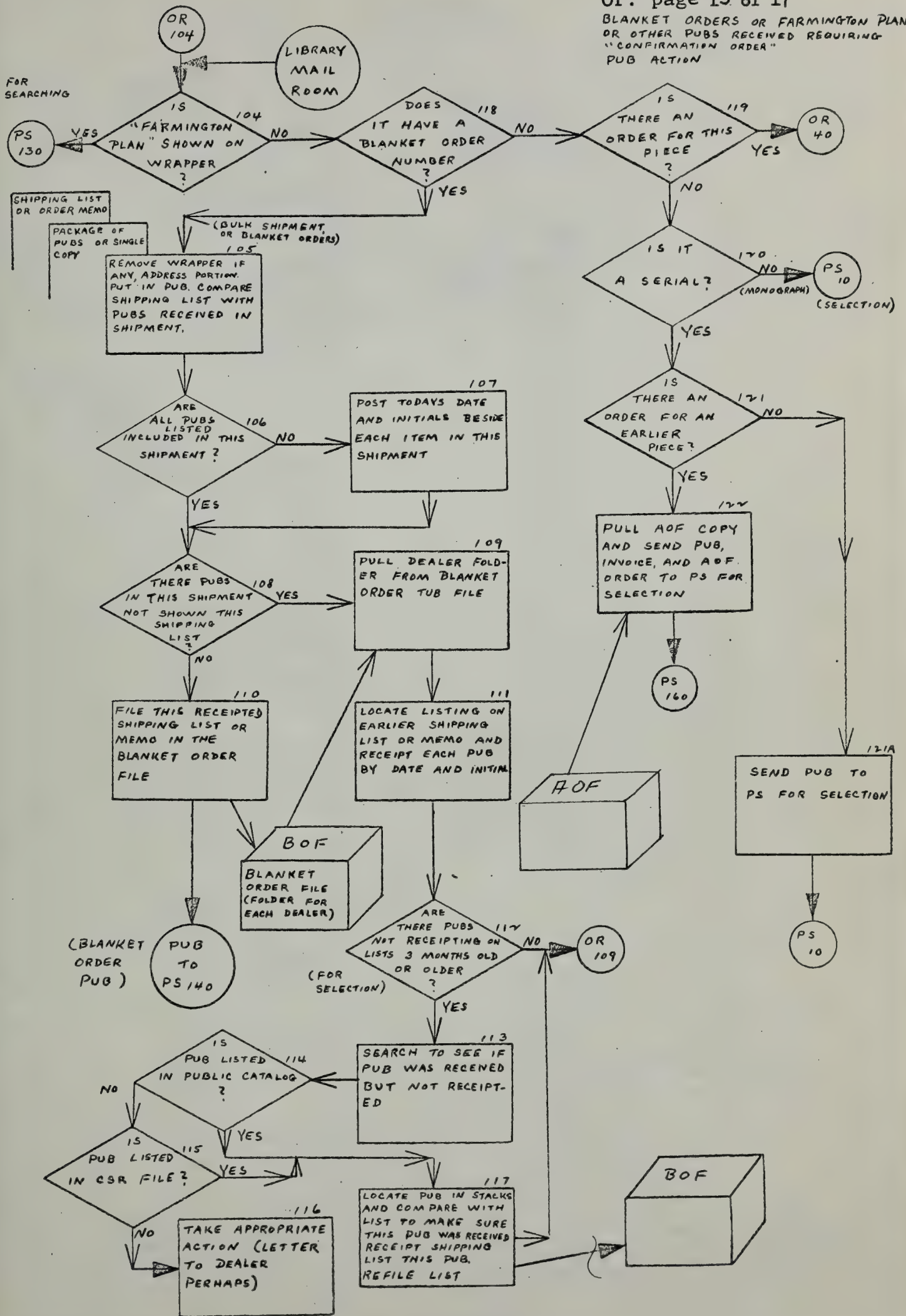
BLANKET ORDERS
(SETTING UP ARRANGEMENTS
FOR NEXT YEAR)



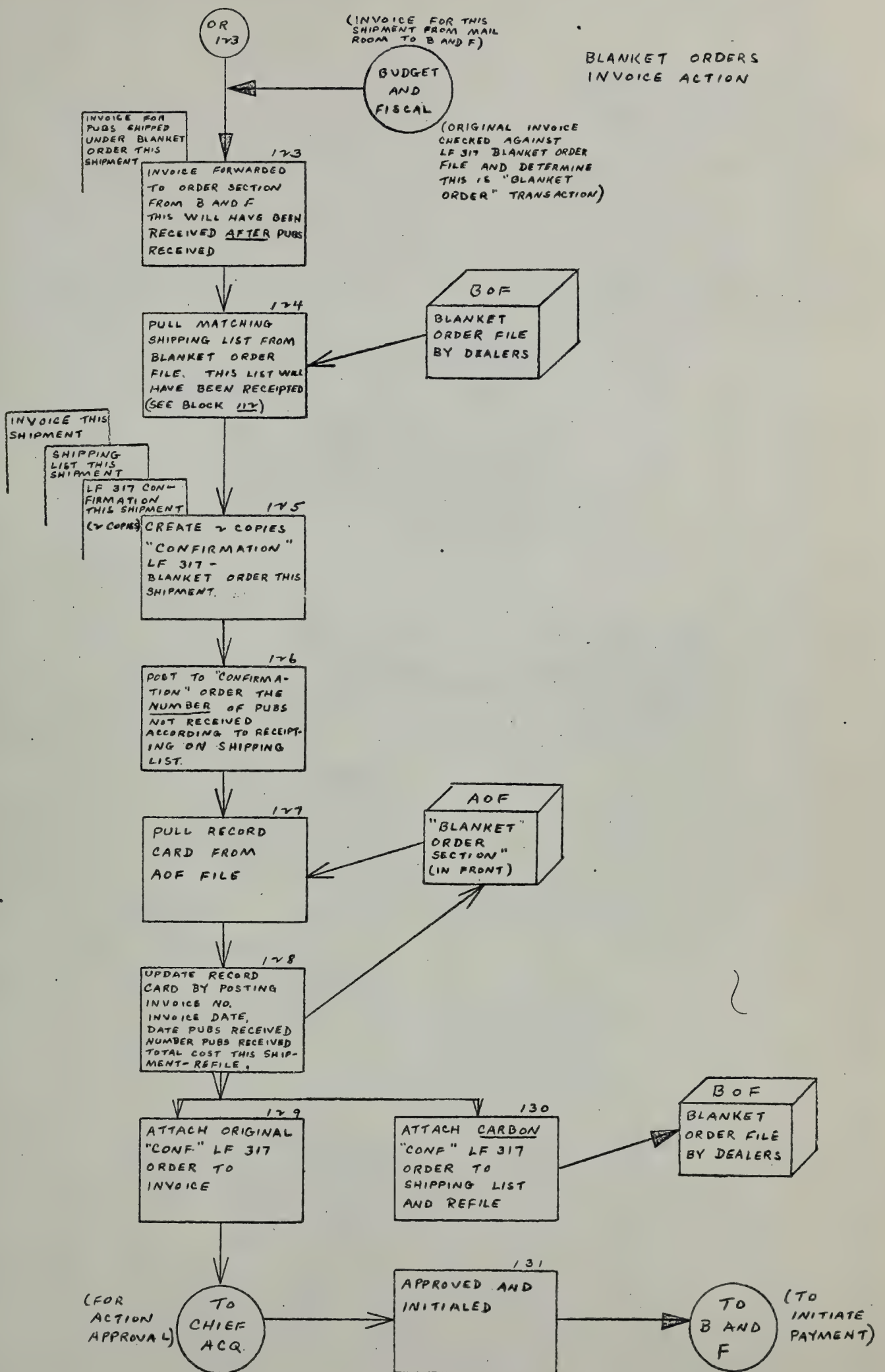
FLOW PROCESS CHART Acquisitions

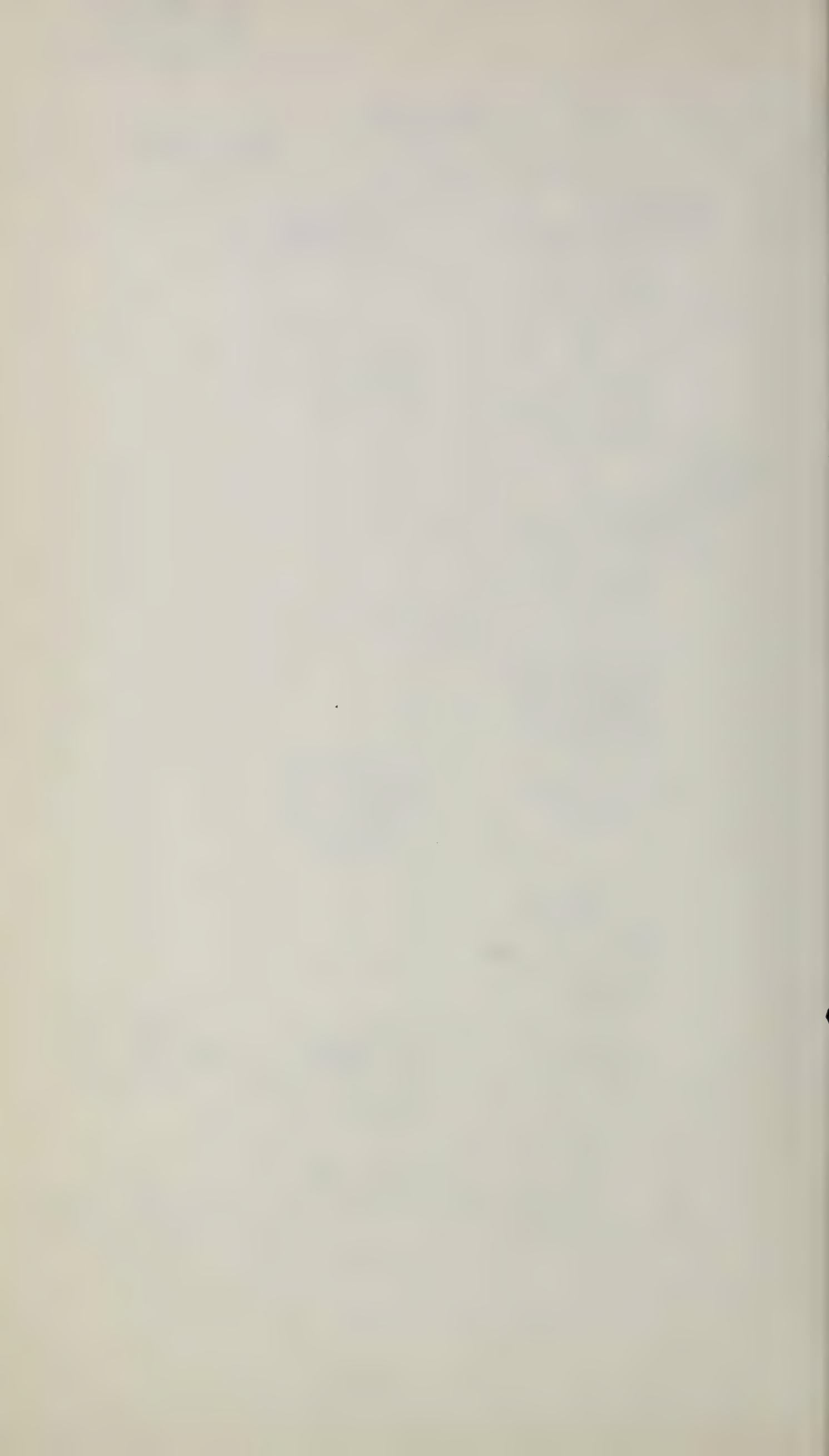
Order Section
Or. page 13 of 17

BLANKET ORDERS OR FARMINGTON PLAN
OR OTHER PUBS RECEIVED REQUIRING
"CONFIRMATION ORDER"
PUB ACTION

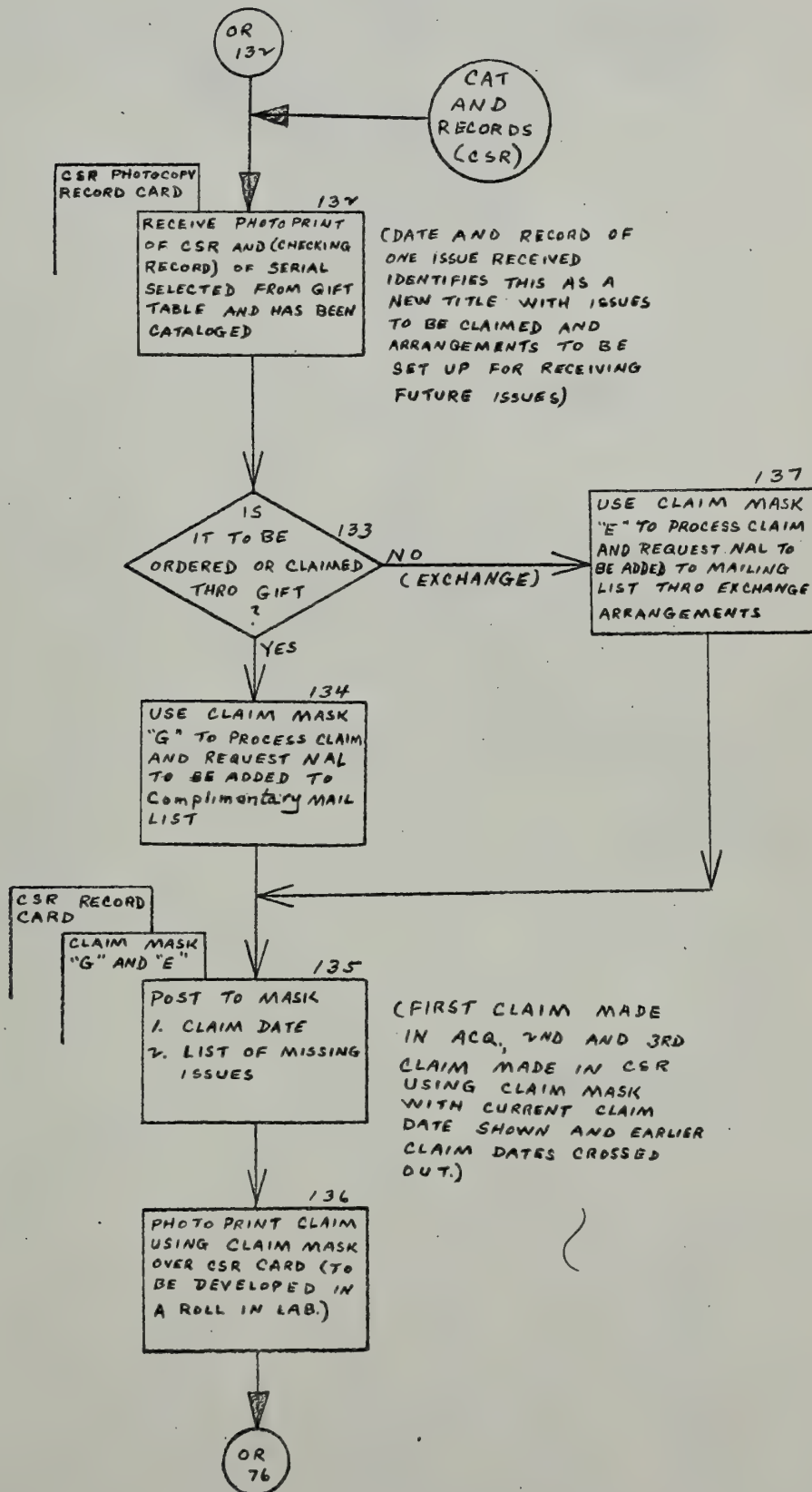


BLANKET ORDERS
INVOICE ACTION

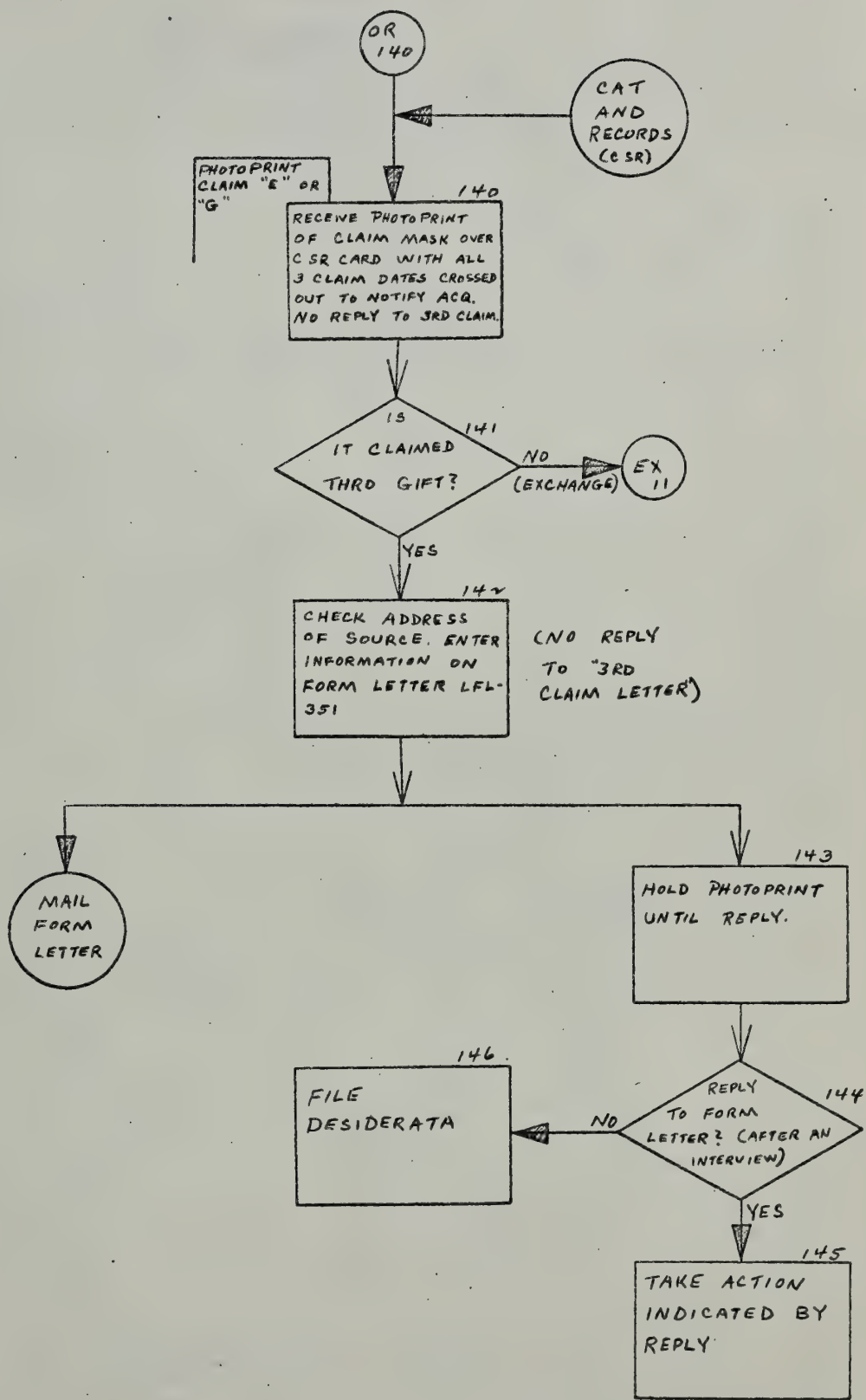




NEW SERIAL TITLES -
 ARRANGING FOR FUTURE
 ISSUES TO BE THRO GIFT
 OR EXCHANGE AND CLAIMING
 MISSING ISSUES.



NO REPLY TO "THIRD CLAIM"
LETTERS" FOR GIFT AND EXCHANGE



Order Section
Or. Page 17 of 17
CANCELLATIONS





TECHNICAL SERVICES

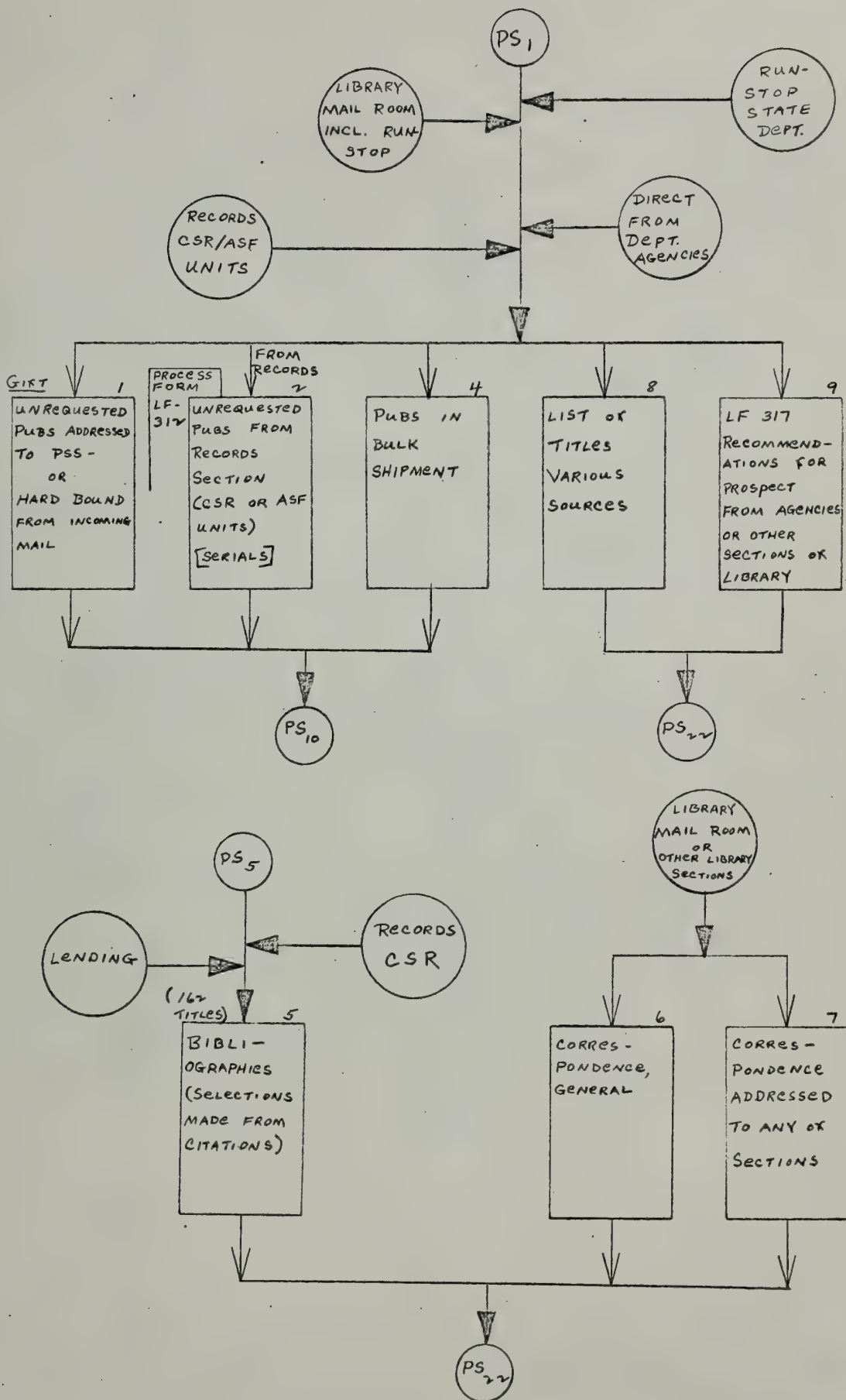
DIVISION OF ACQUISITIONS

Publication Selection Section

Flow Process Charts

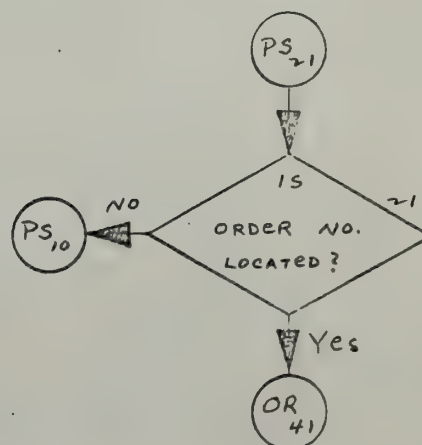
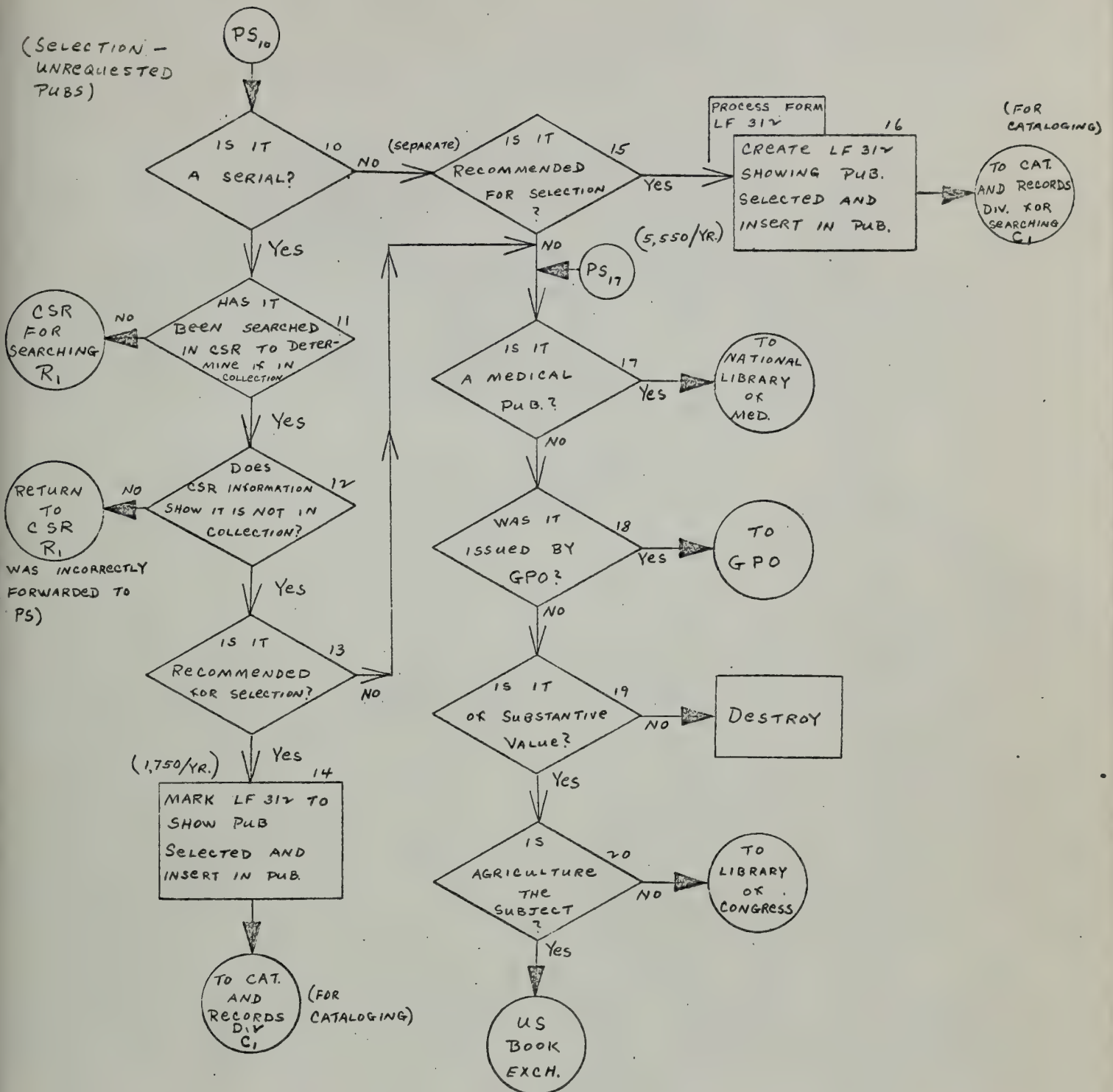
13 pages

Blocks coded Ps 1 thro 210



FLOW PROCESS CHART
Acquisitions

Publications Selection
PS page 2. of 13



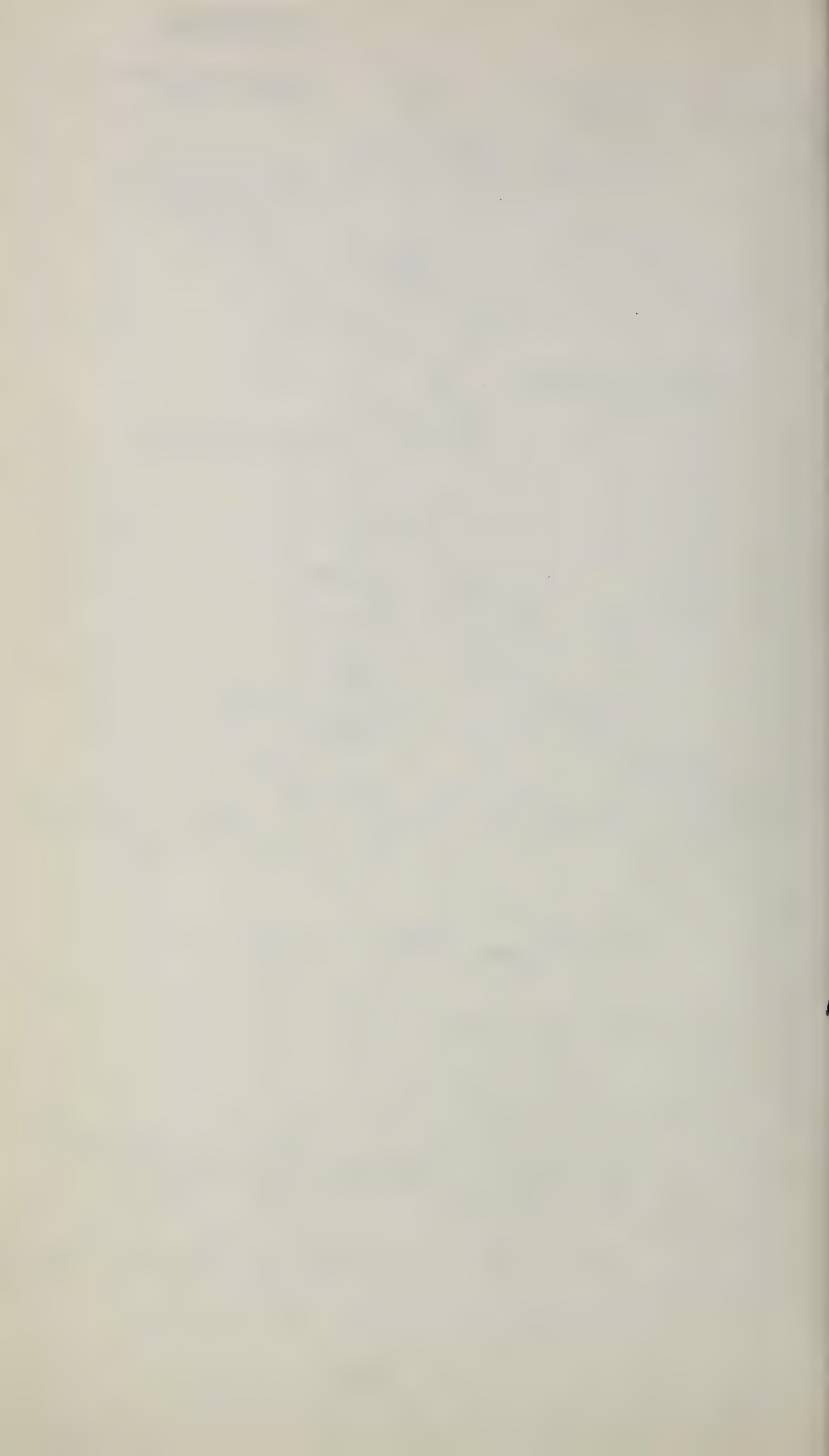
Publications Selection
PS page 3. of 13

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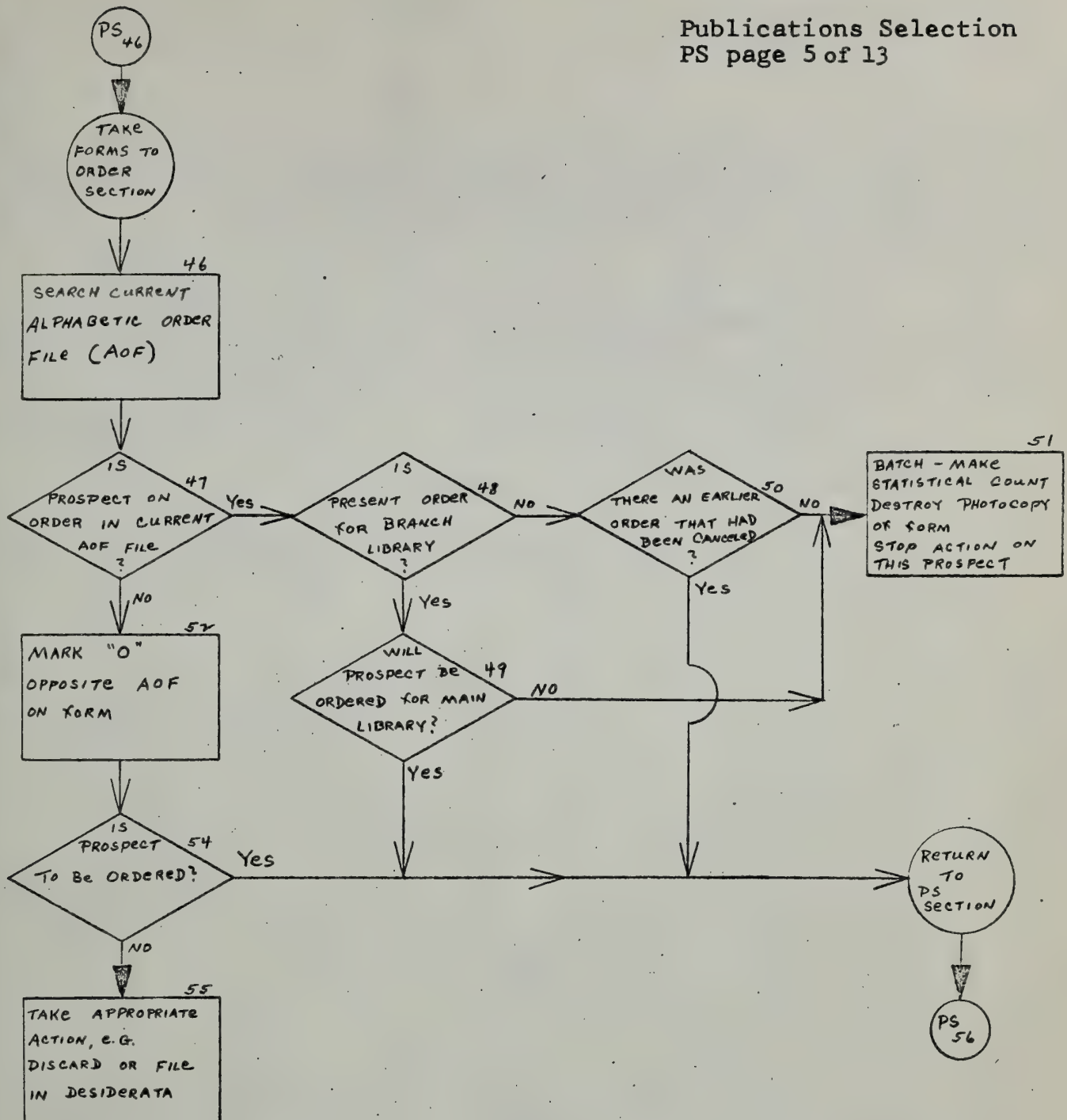

Publications Selection
PS page 4 of 13





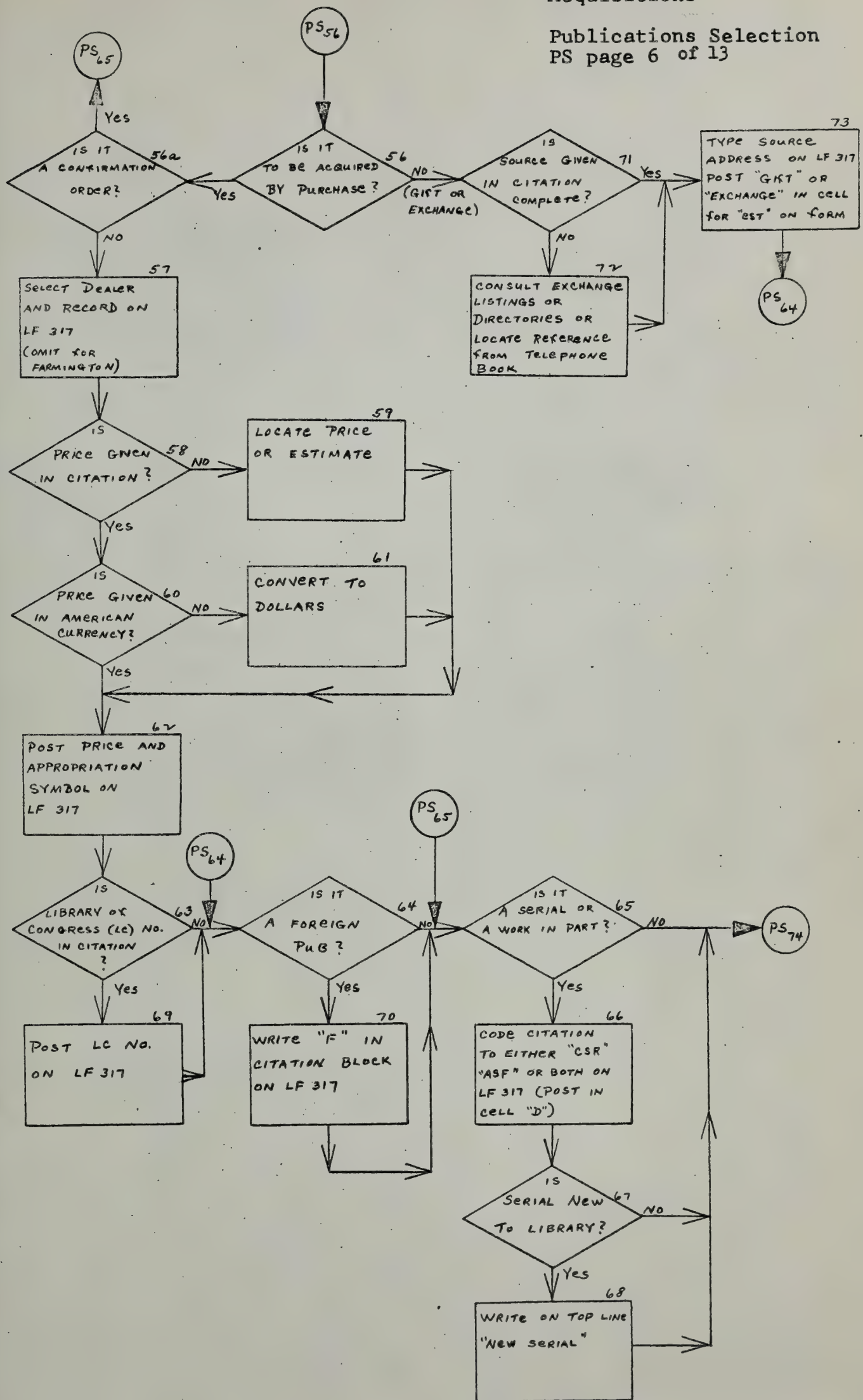
FLOW PROCESS CHART
Acquisitions

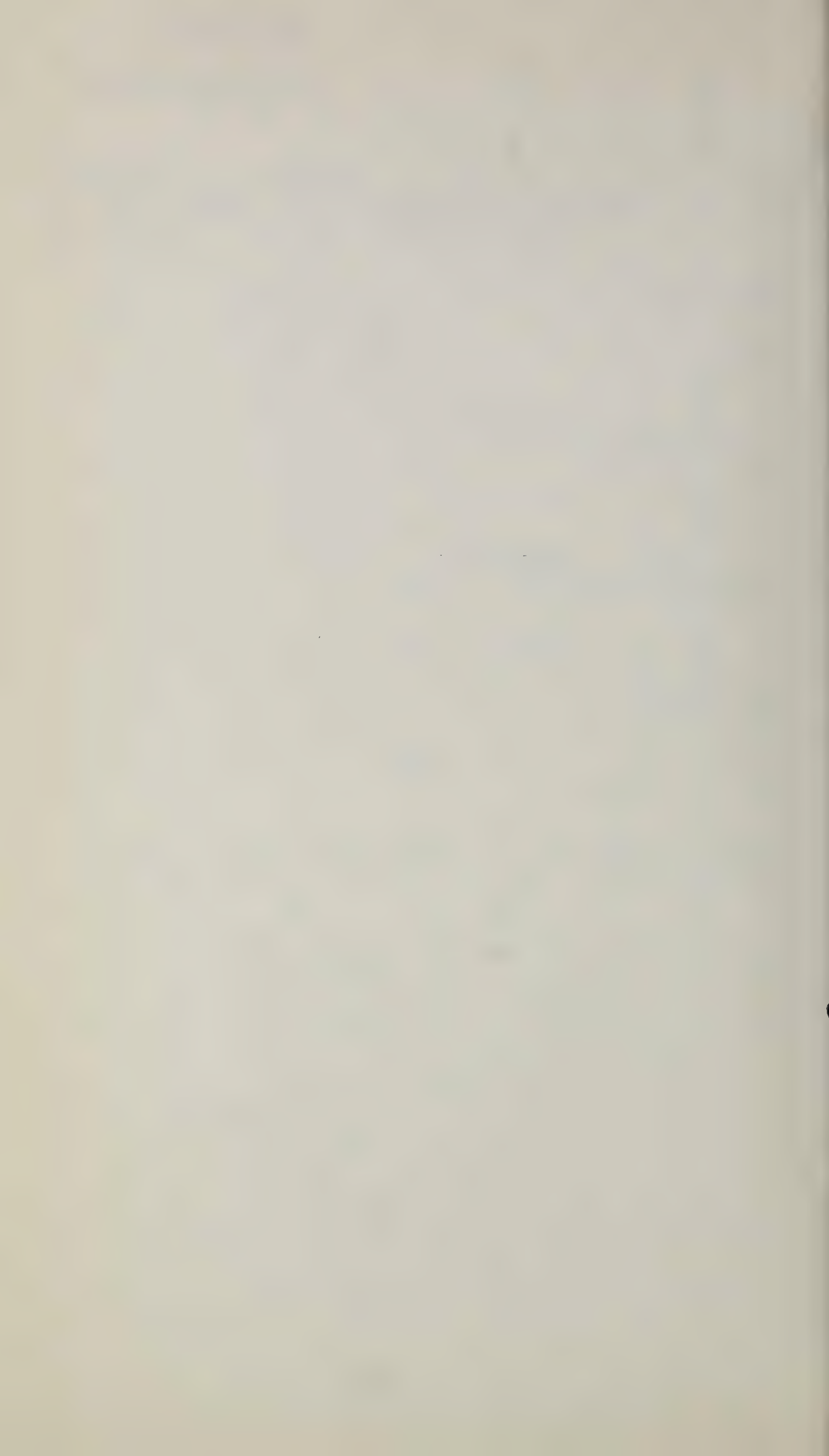
Publications Selection
PS page 5 of 13



FLOW PROCESS CHART Acquisitions

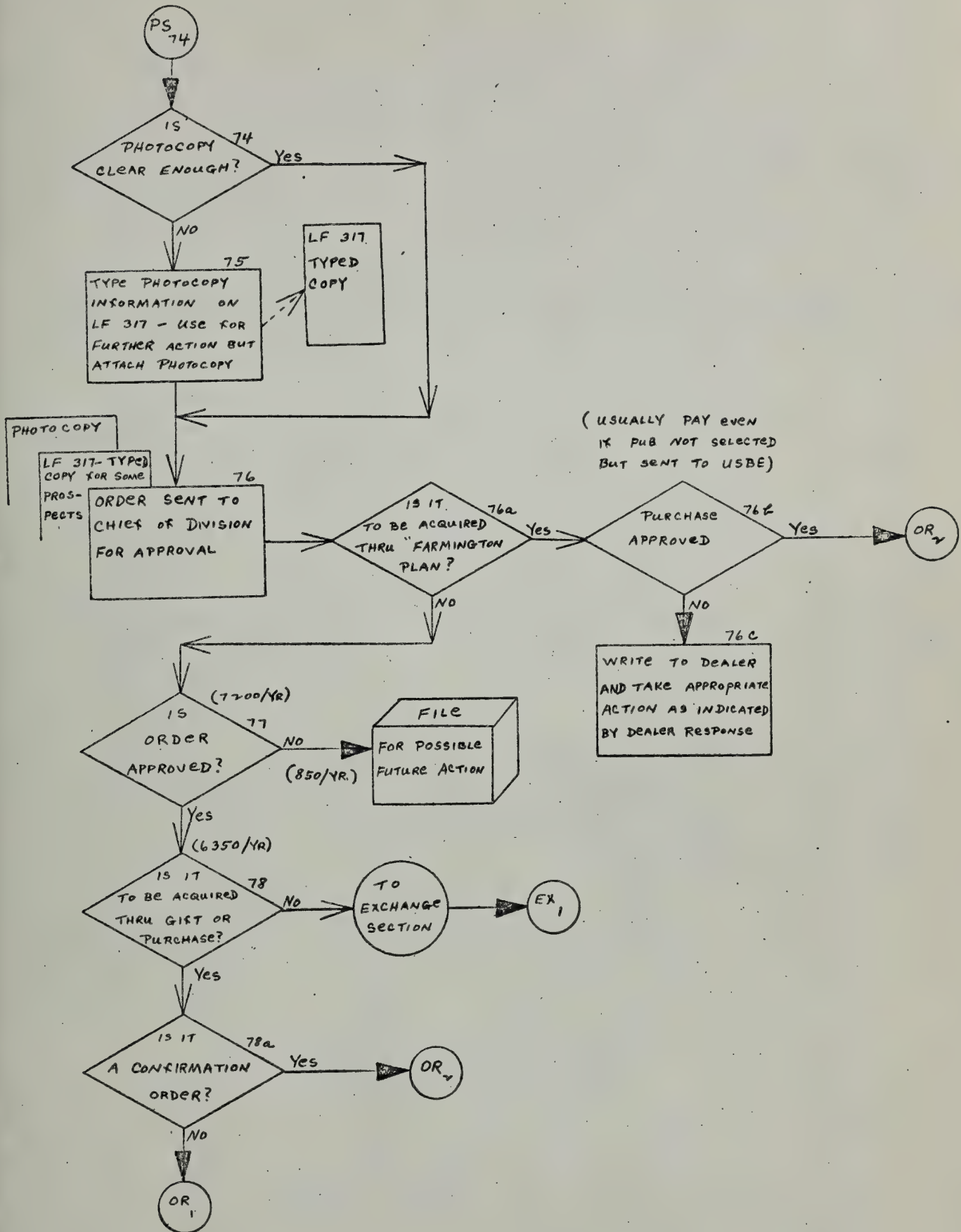
Publications Selection
PS page 6 of 13





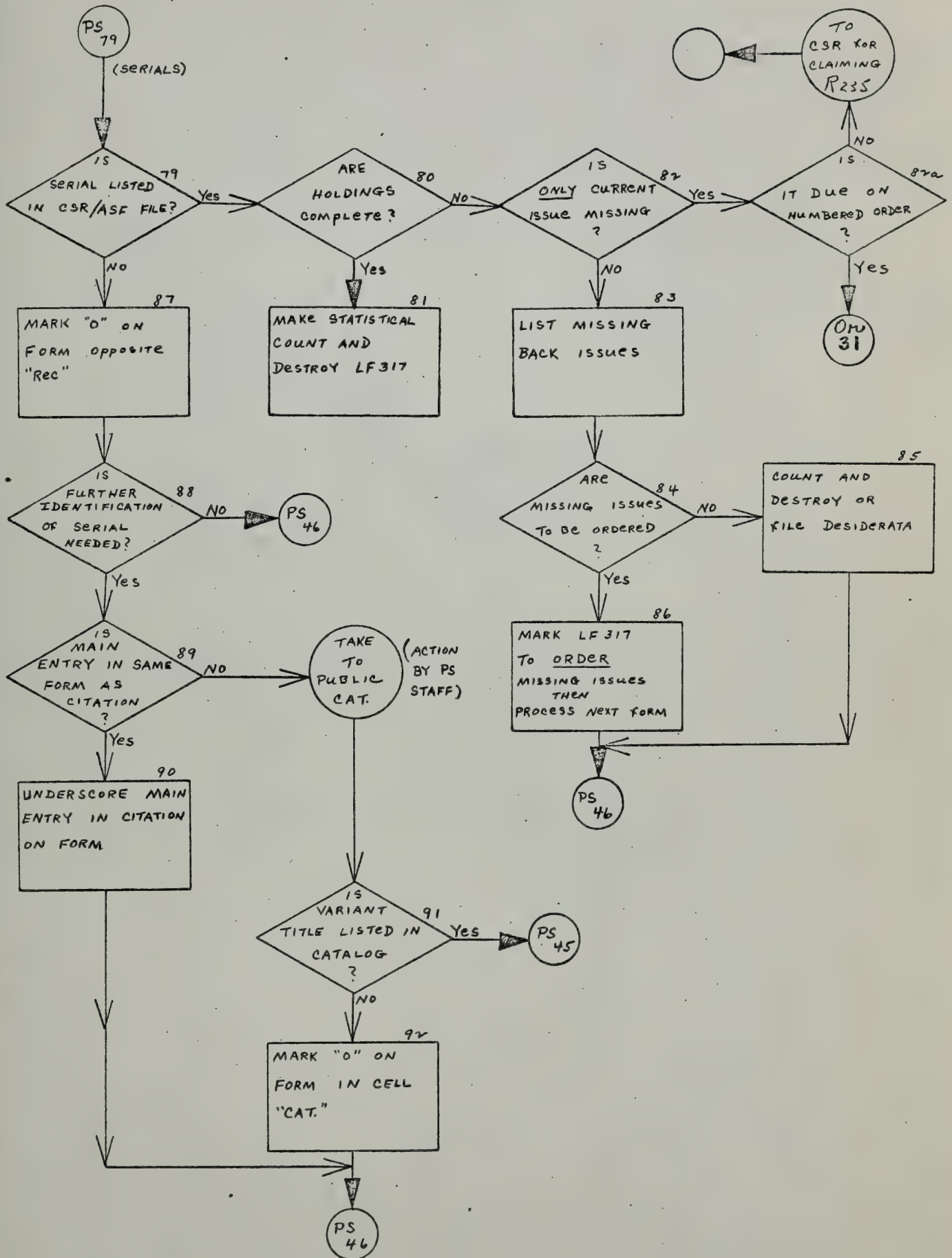
FLOW PROCESS CHART
Acquisitions

Publications Selection
PS page 7 of 13



FLOW PROCESS CHART
Acquisitions

Publications Selection
PS page 8 of 13



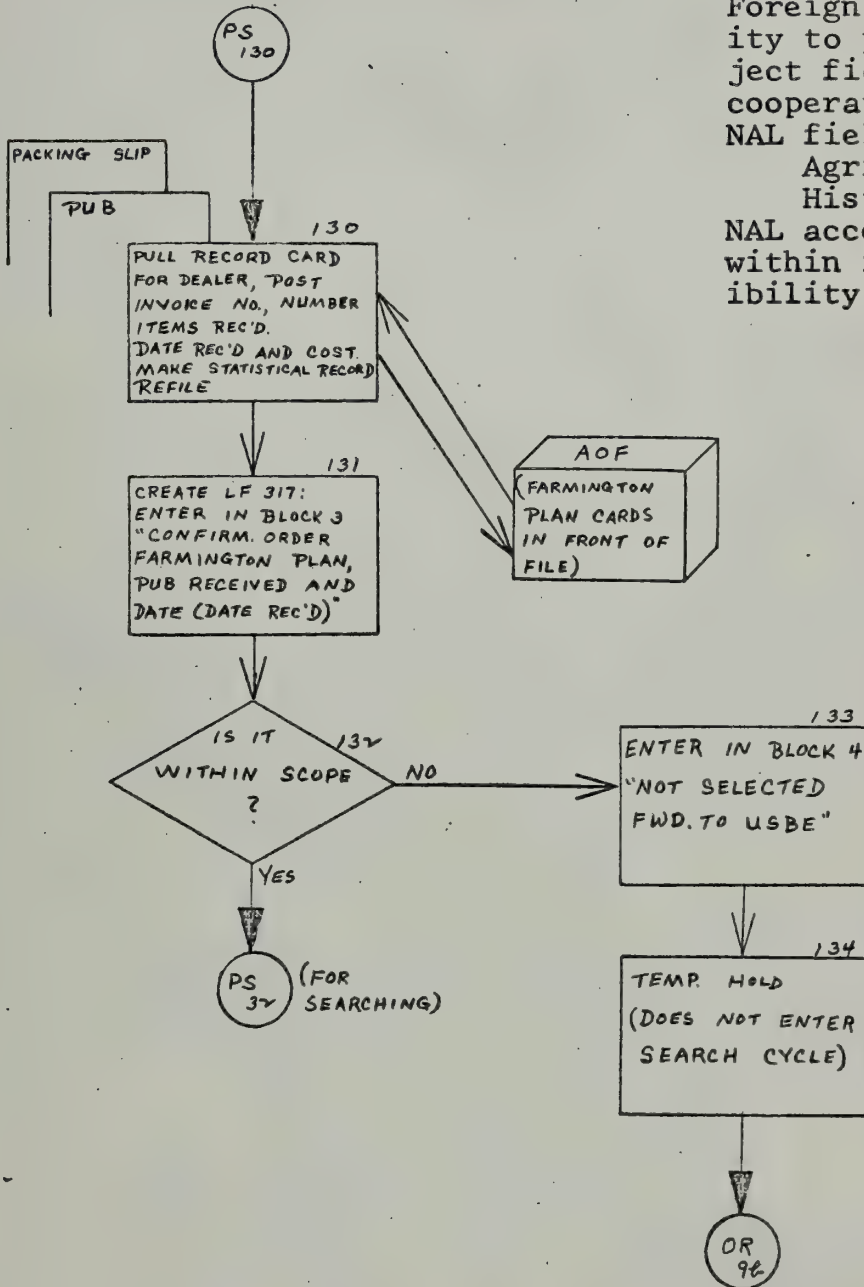
FLOW PROCESS CHART
Acquisitions

Publications Selection
PS page 9 of 13

FARMINGTON PLAN
RECEIPTING

"Farmington Plan"

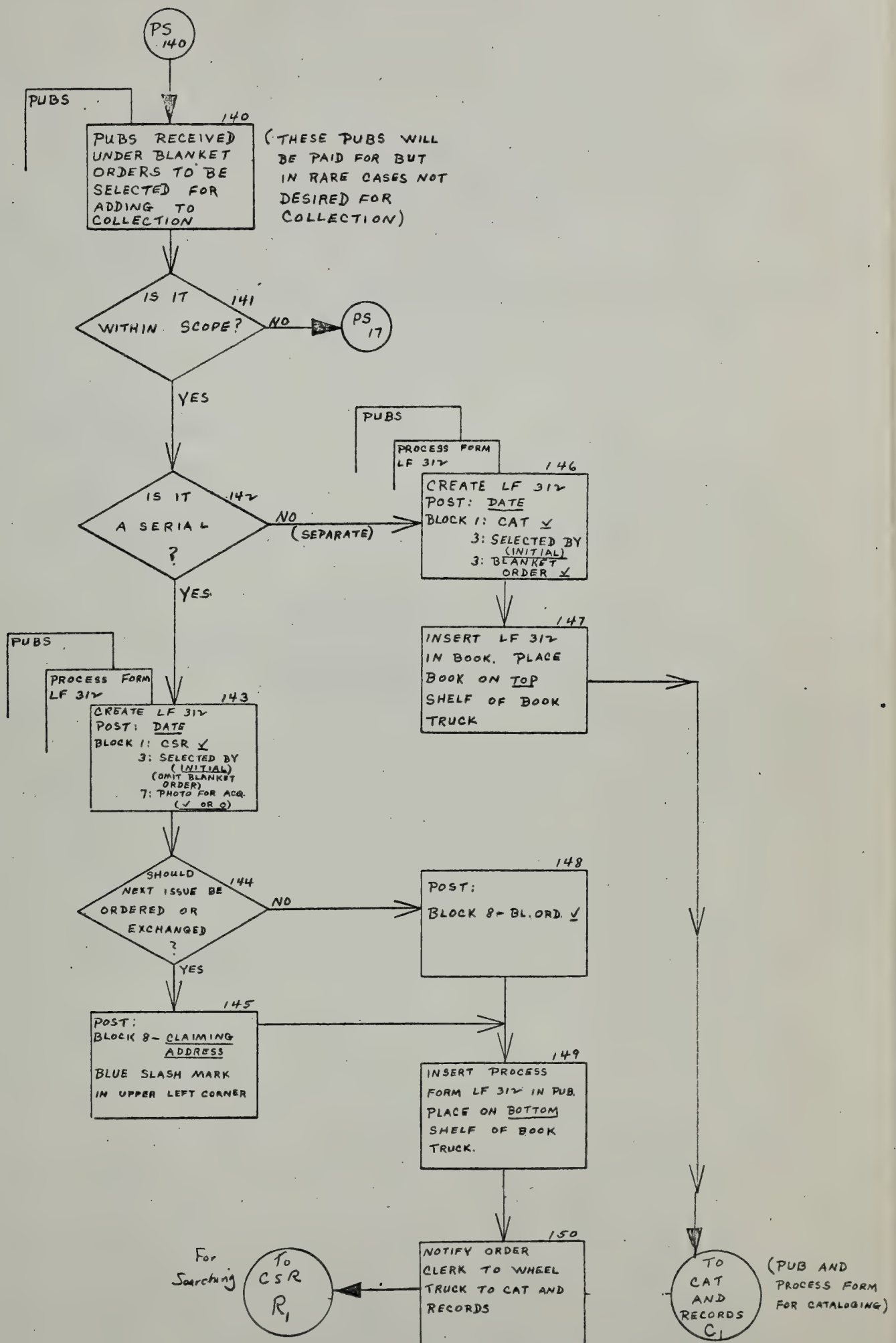
Cooperative acquisition plan with college and Research Libraries operating since World War II (1945-49). Foreign dealers have authority to purchase within subject field assigned to each cooperating Agency. NAL field is limited to:
Agri. in Greece
History of Agric.
NAL accepts whatever is sent within its field of responsibility.

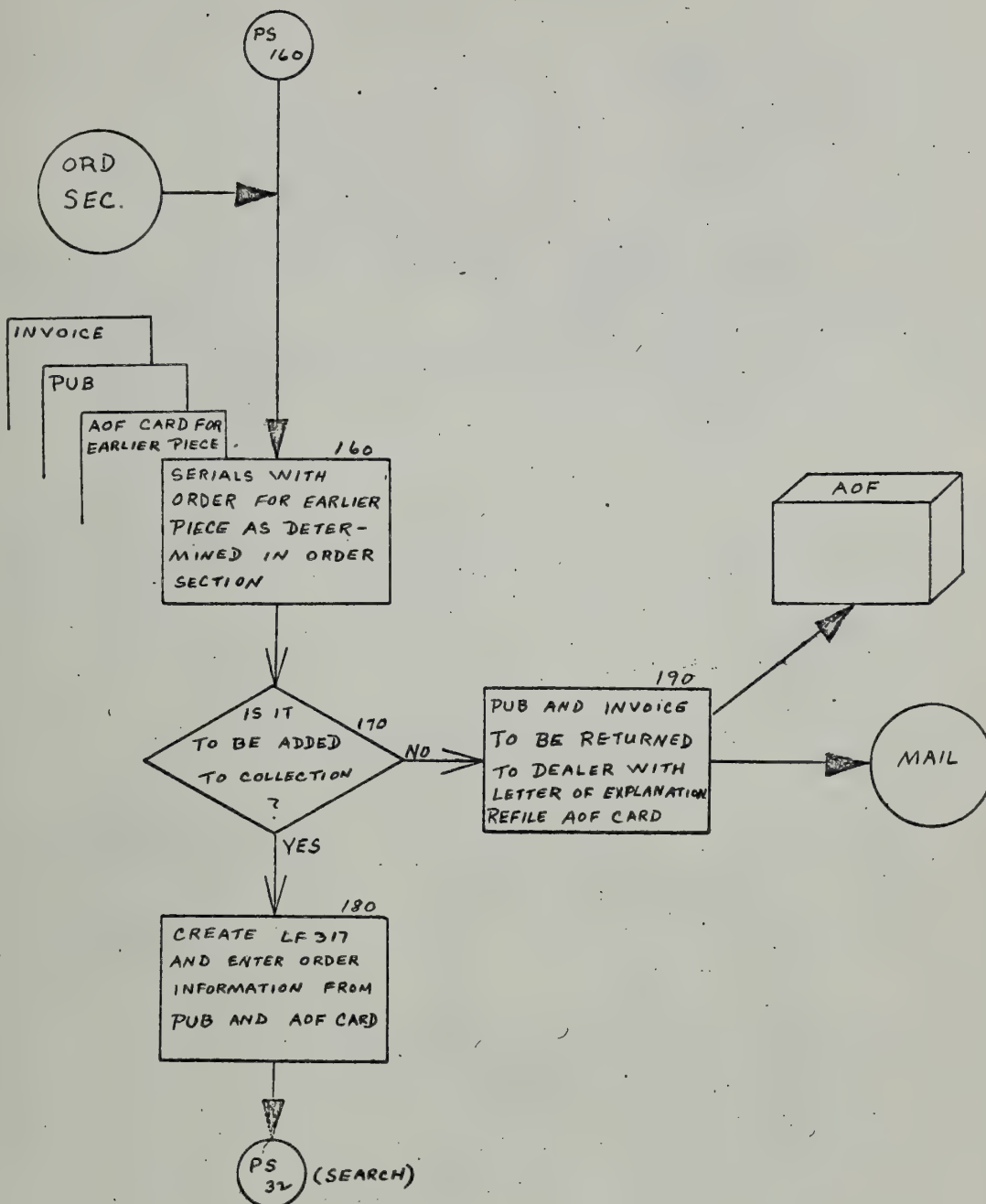


FLOW PROCESS CHART
Acquisitions

Publications Selection
PS page 10. of 13

BLANKET ORDERS (SELECTION)

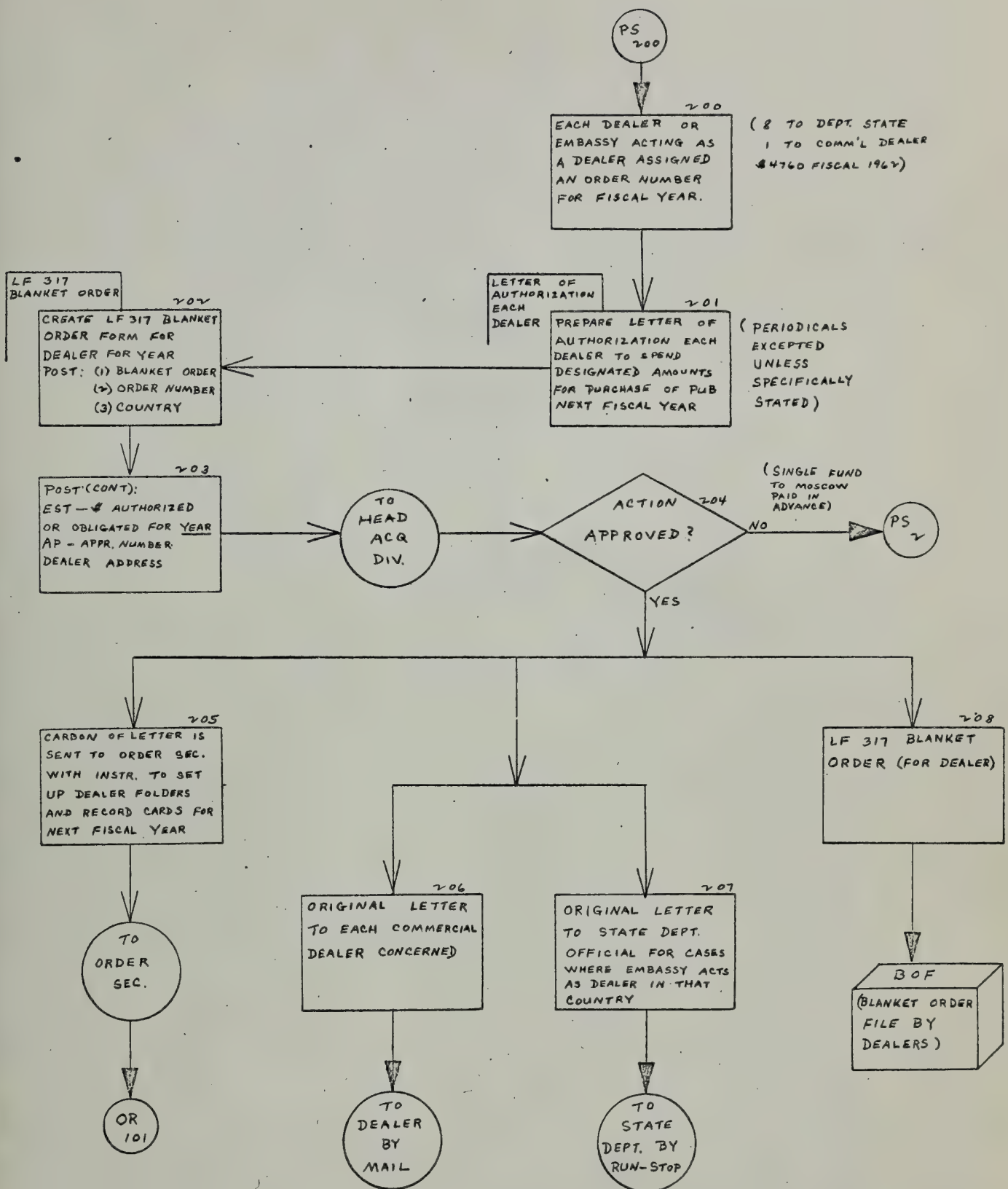




FLOW PROCESS CHART Acquisitions

Publications Selection
PS page 12. of 13

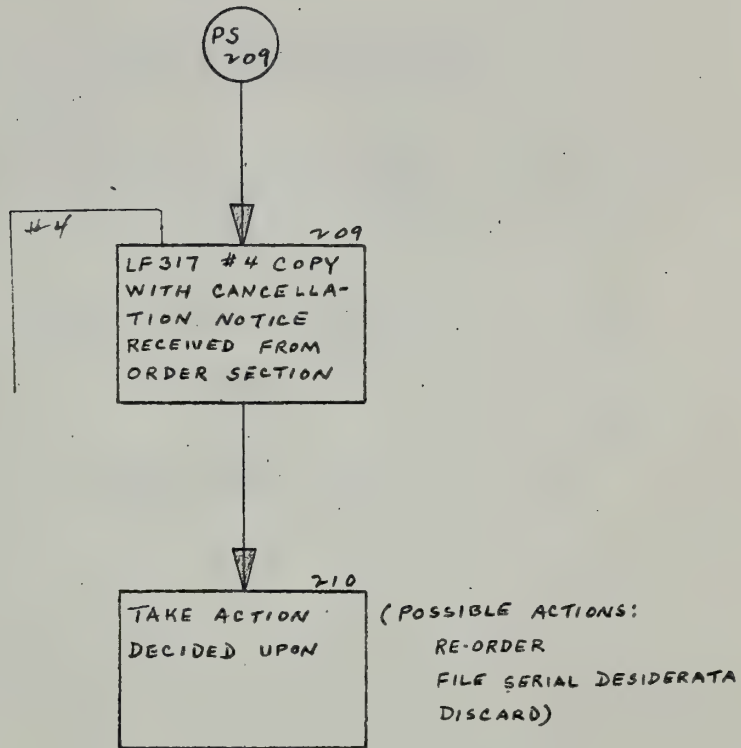
BLANKET ORDERS - SETTING UP
ARRANGEMENTS FOR NEXT YEAR



FLOW PROCESS CHART
Acquisitions

Publications Selection
PS Page 13 of 13

CANCELLATIONS



T E C H N I C A L S E R V I C E S

DIVISION OF ACQUISITIONS

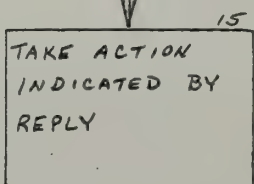
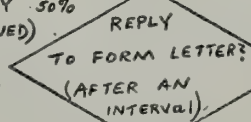
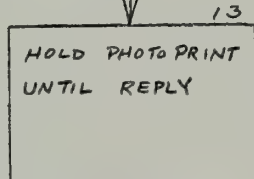
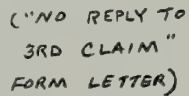
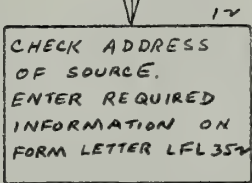
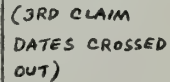
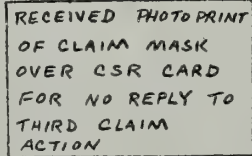
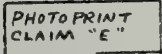
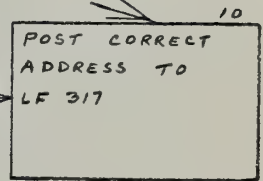
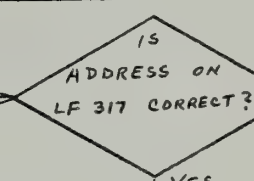
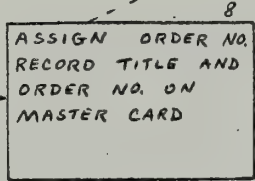
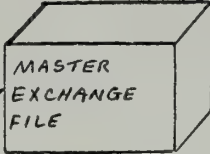
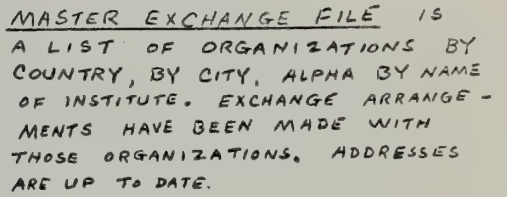
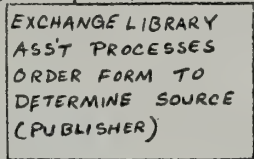
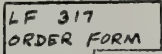
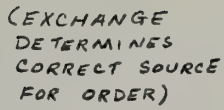
Exchange Section

Flow Process Charts

1 page

Blocks coded Ex 1 thro 16

Flow Process Chart
Division of Acquisition
Exchange Section
Ex. Page 1. of 1



T E C H N I C A L S E R V I C E S

DIVISION OF CATALOG AND RECORDS

Catalog Section

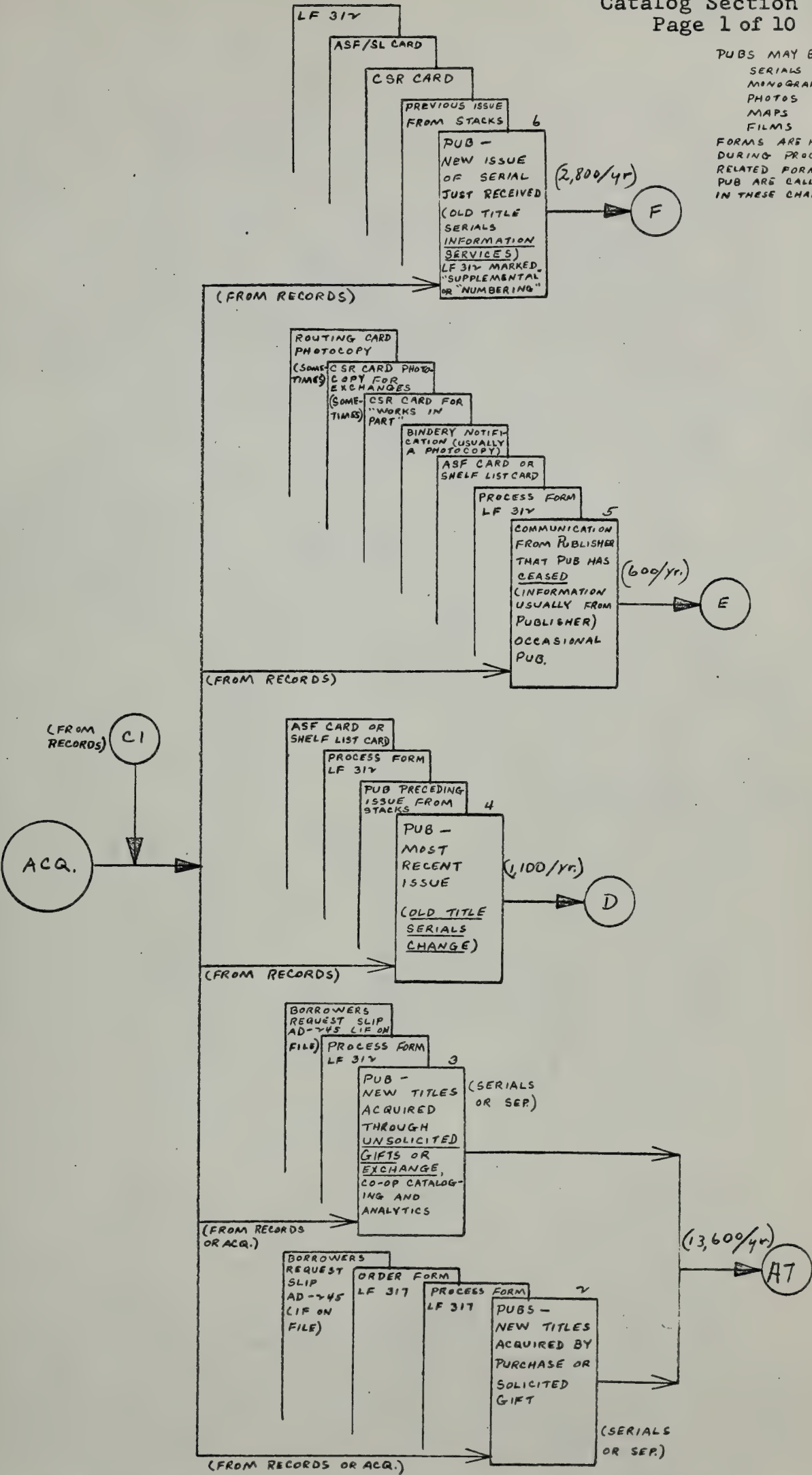
Flow Process Charts

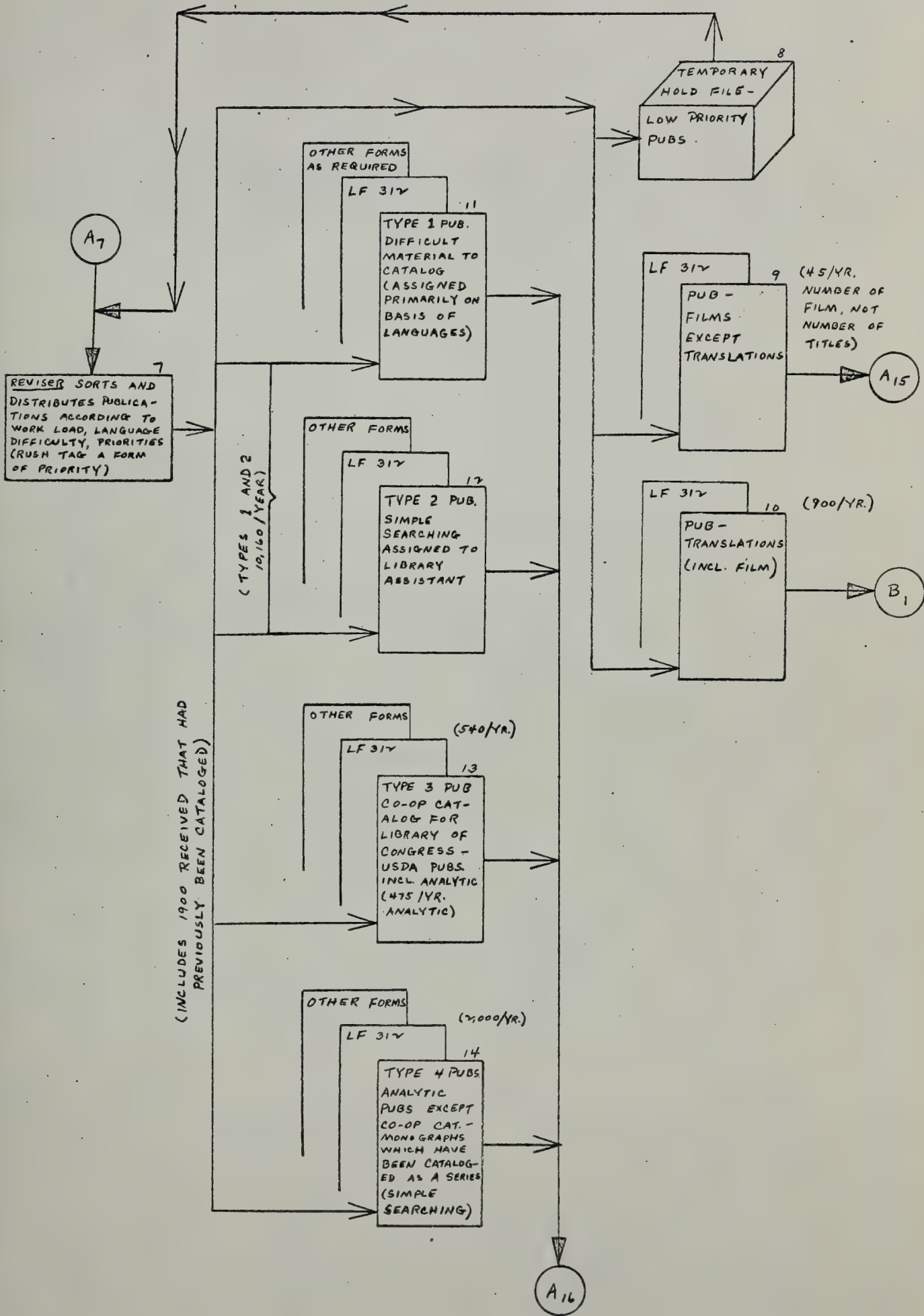
10 pages

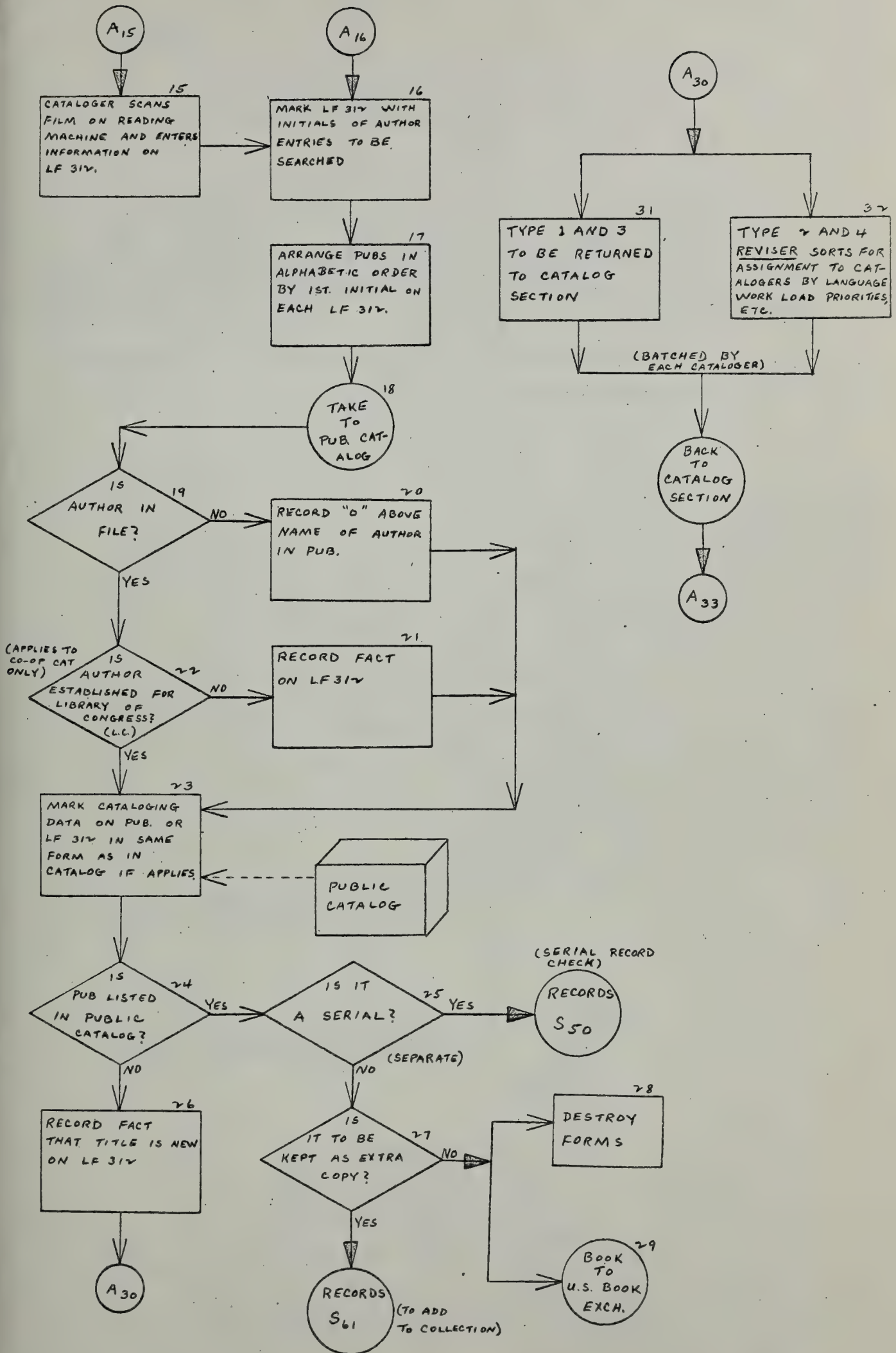
Blocks coded A,C,D,E,F

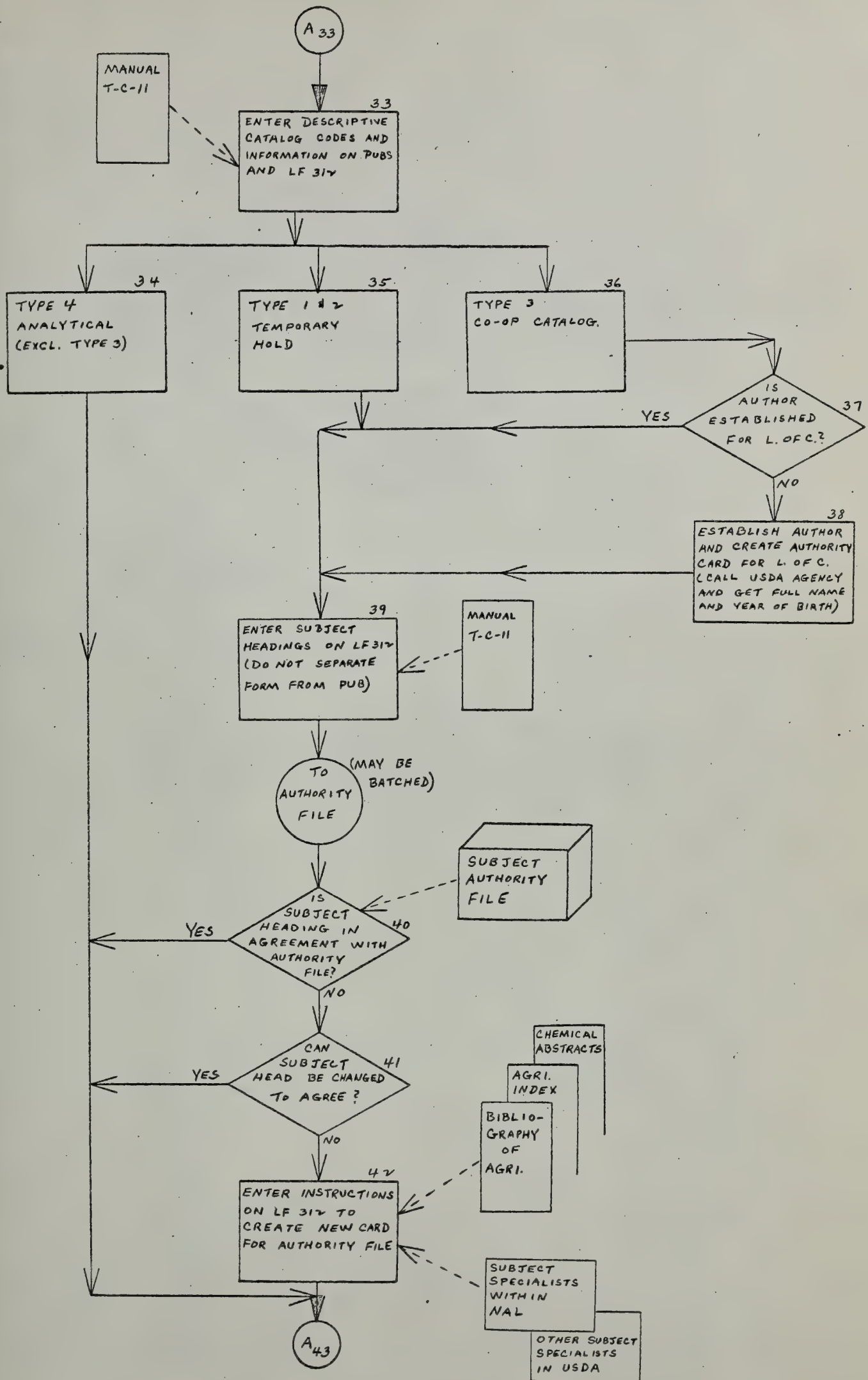
Flow Process Chart
Division of Catalog
and Records
Catalog Section
Page 1 of 10

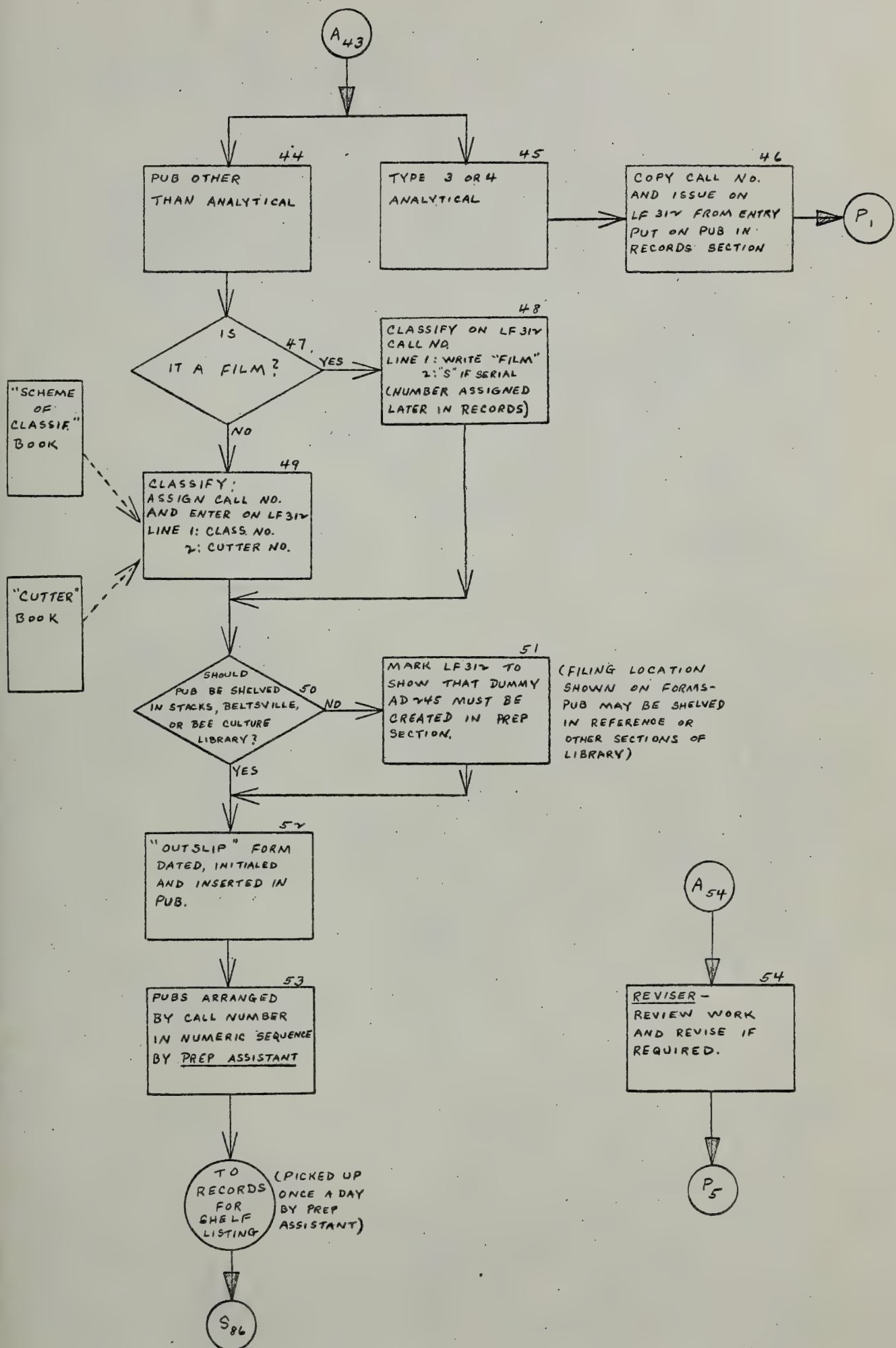
PUBS MAY BE IN FORM OF:
SERIALS
MINOGRAPHS
PHOTOS
MAPS
FILMS
FORMS ARE KEPT WITH PUB,
DURING PROCESS. PUB AND
RELATED FORMS INSERTED IN
PUB ARE CALLED DOCUMENTS
IN THESE CHARTS.





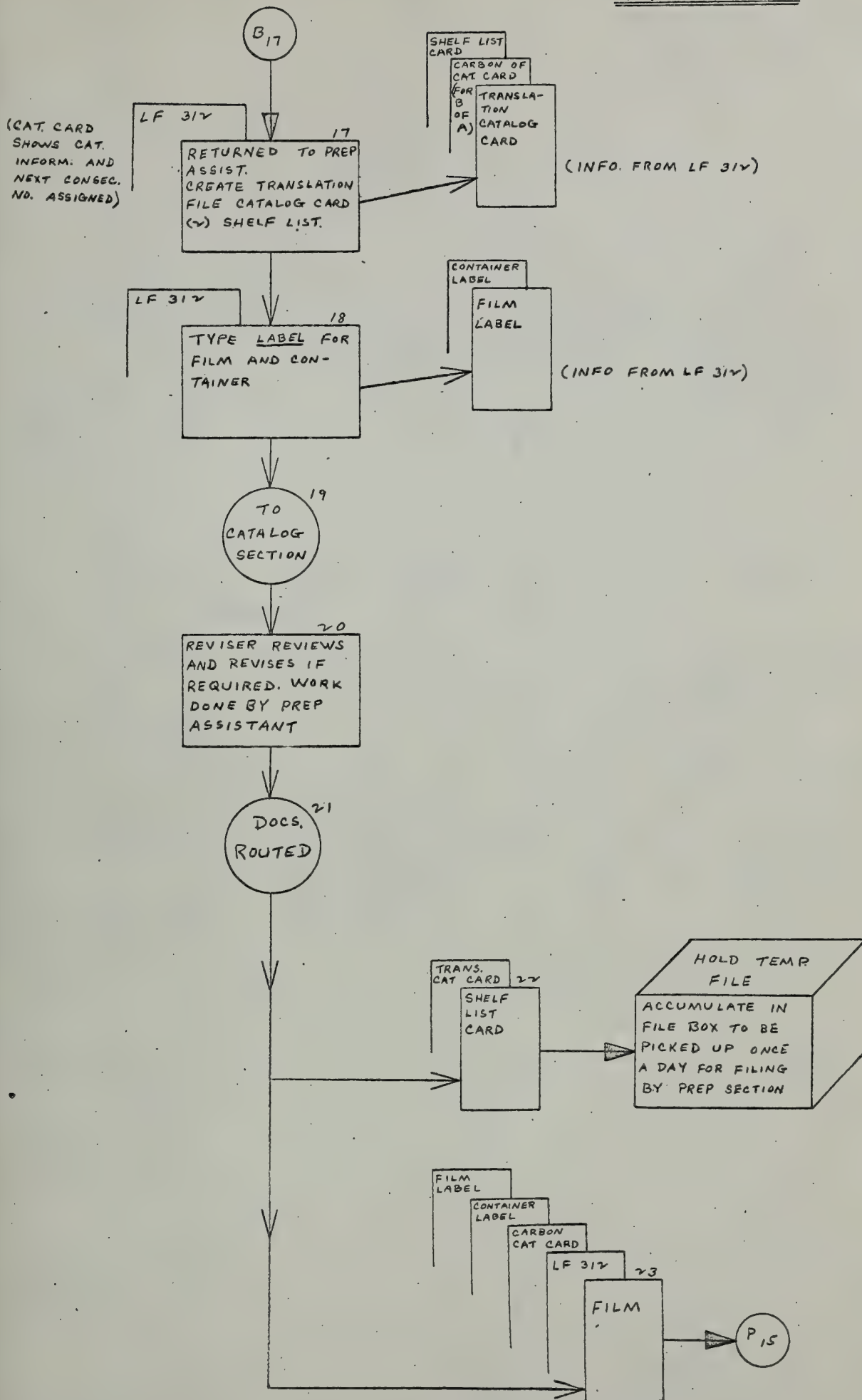






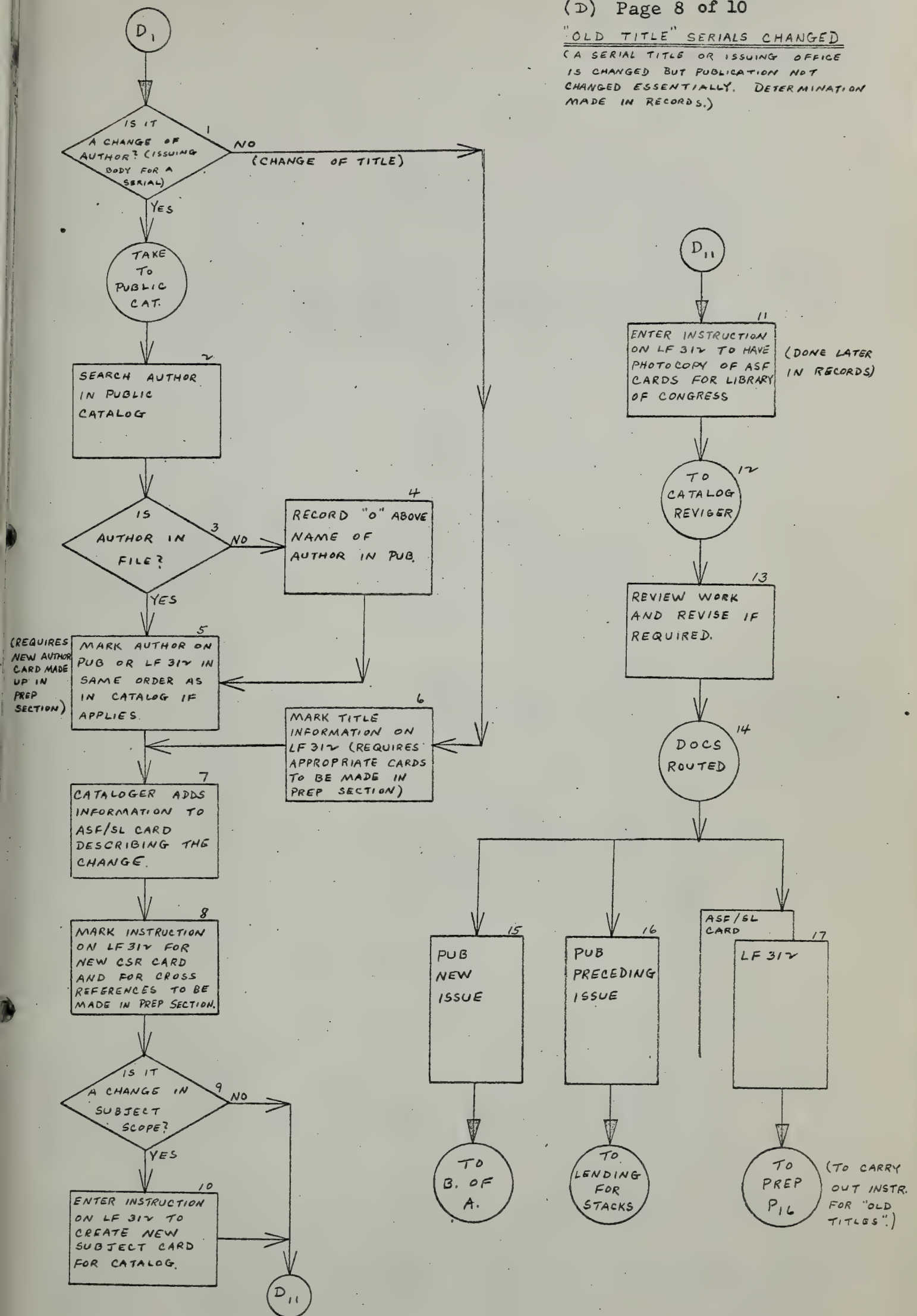


FLOW PROCESS CHART
 Catalog and Records
 Catalog Section
 (B) Page 7 of 10
TRANSLATIONS

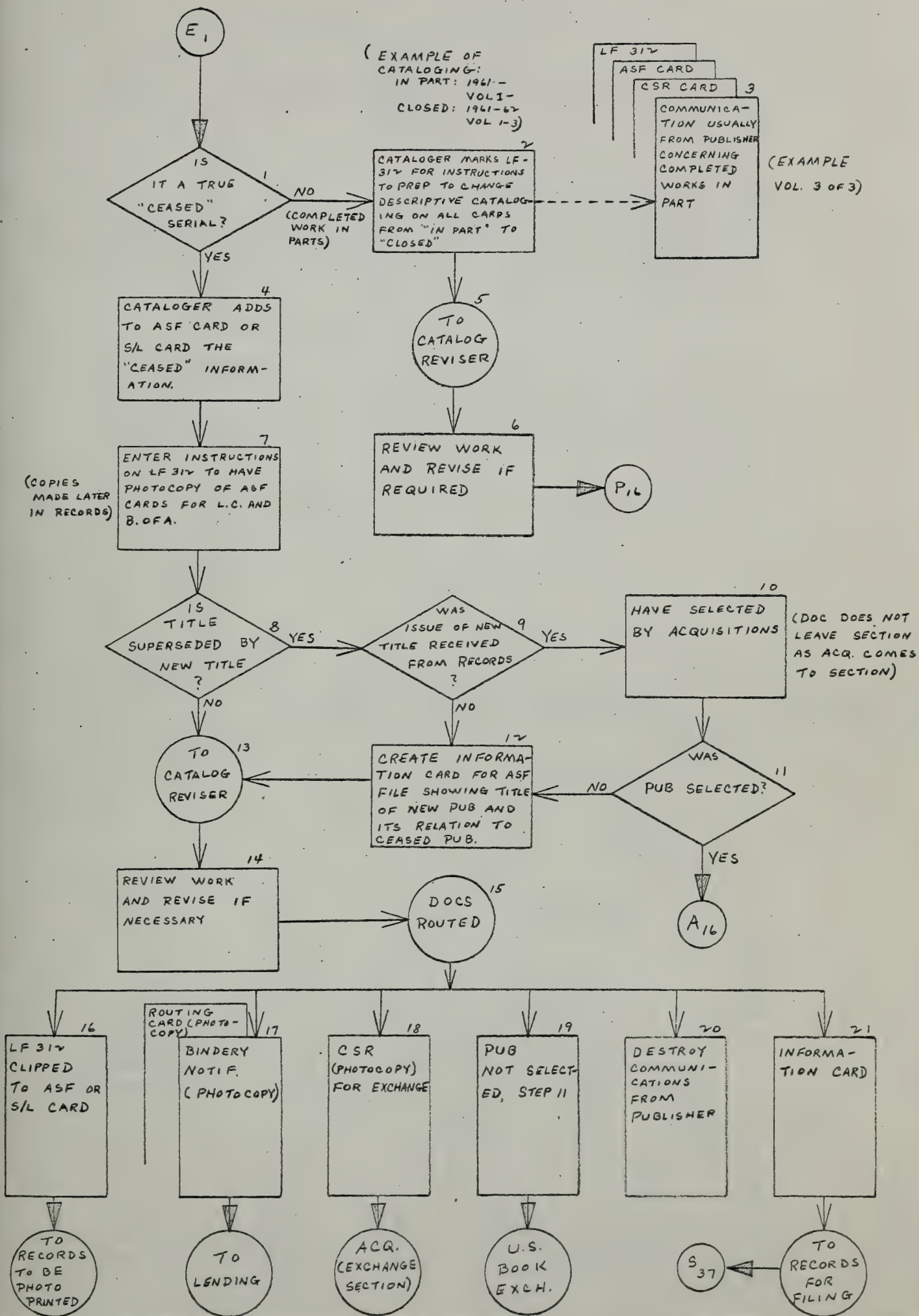


FLOW PROCESS CHART
Catalog and Records
Catalog Section
(D) Page 8 of 10

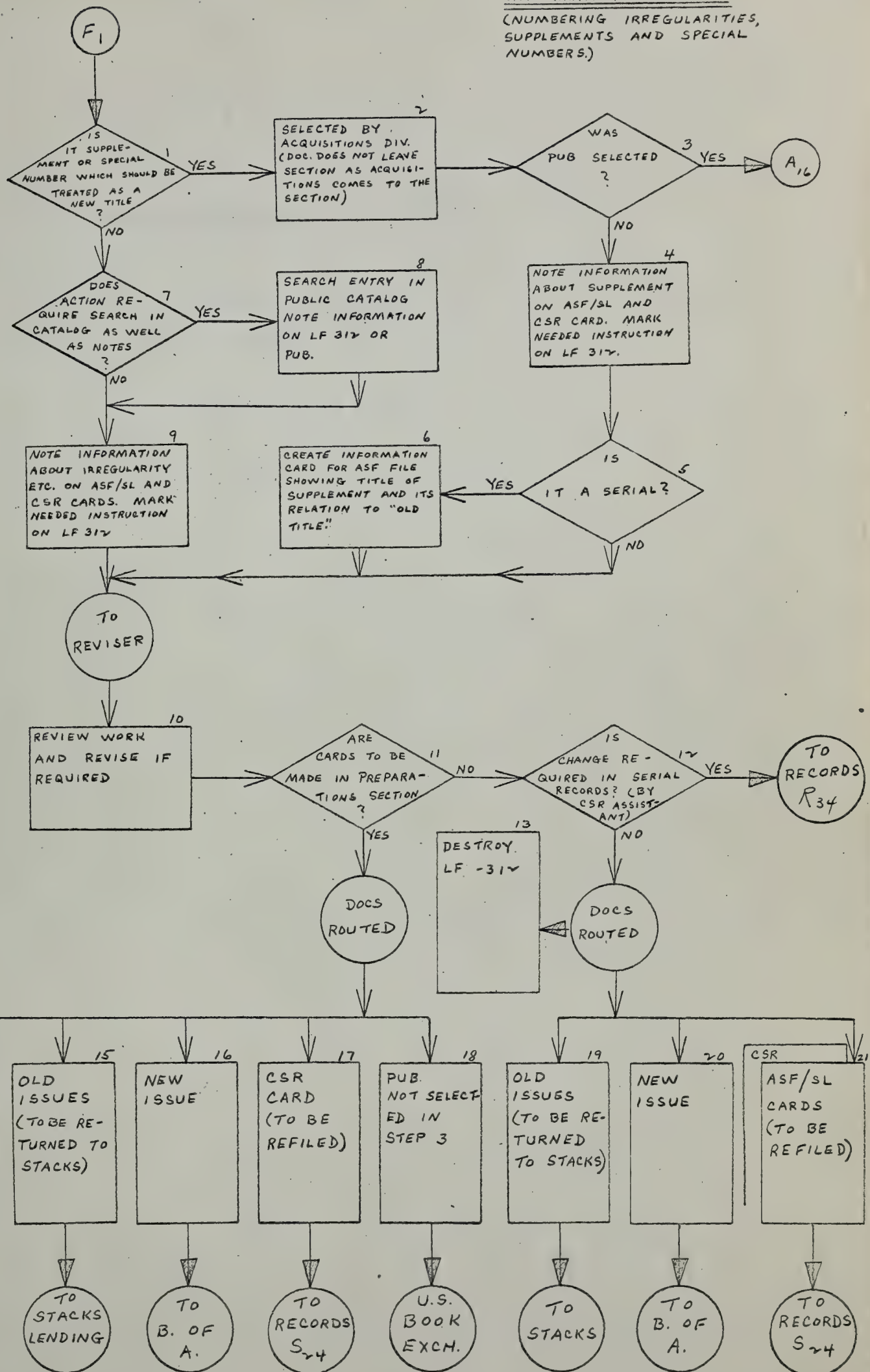
"OLD TITLE" SERIALS CHANGED
(A SERIAL TITLE OR ISSUING OFFICE IS CHANGED BUT PUBLICATION NOT CHANGED ESSENTIALLY. DETERMINATION MADE IN RECORDS.)

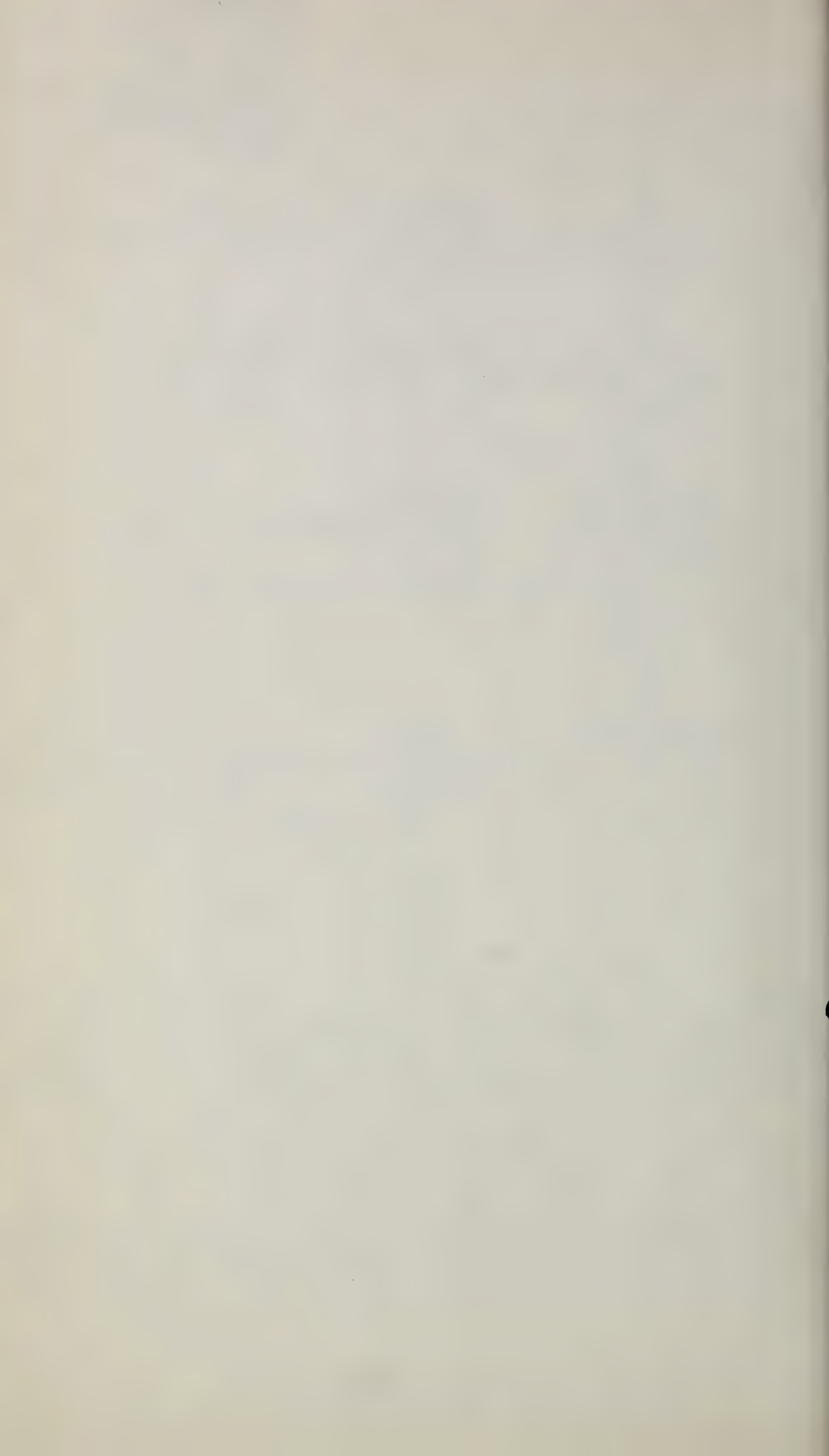


"OLD TITLE" SERIALS CEASED



FLOW PROCESS CHART
Catalog and Records
Catalog Section
(F) Page 10 of 10
"OLD TITLE" SERIALS,
INFORMATION SERVICES
(NUMBERING IRREGULARITIES,
SUPPLEMENTS AND SPECIAL
NUMBERS.)





T E C H N I C A L S E R V I C E S

DIVISION OF CATALOG AND RECORDS

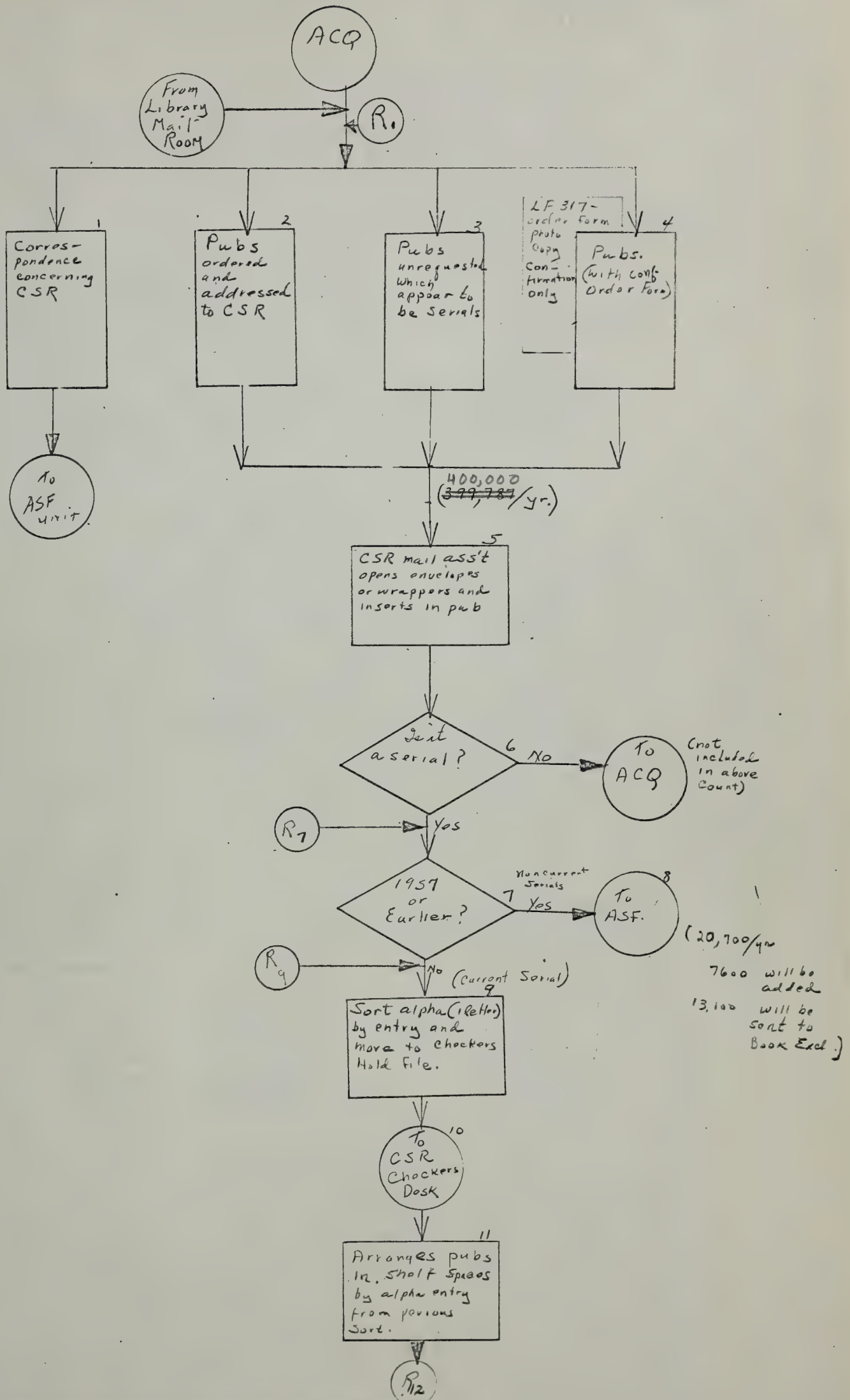
Records Section
Current Serial Records Unit
(CSR)

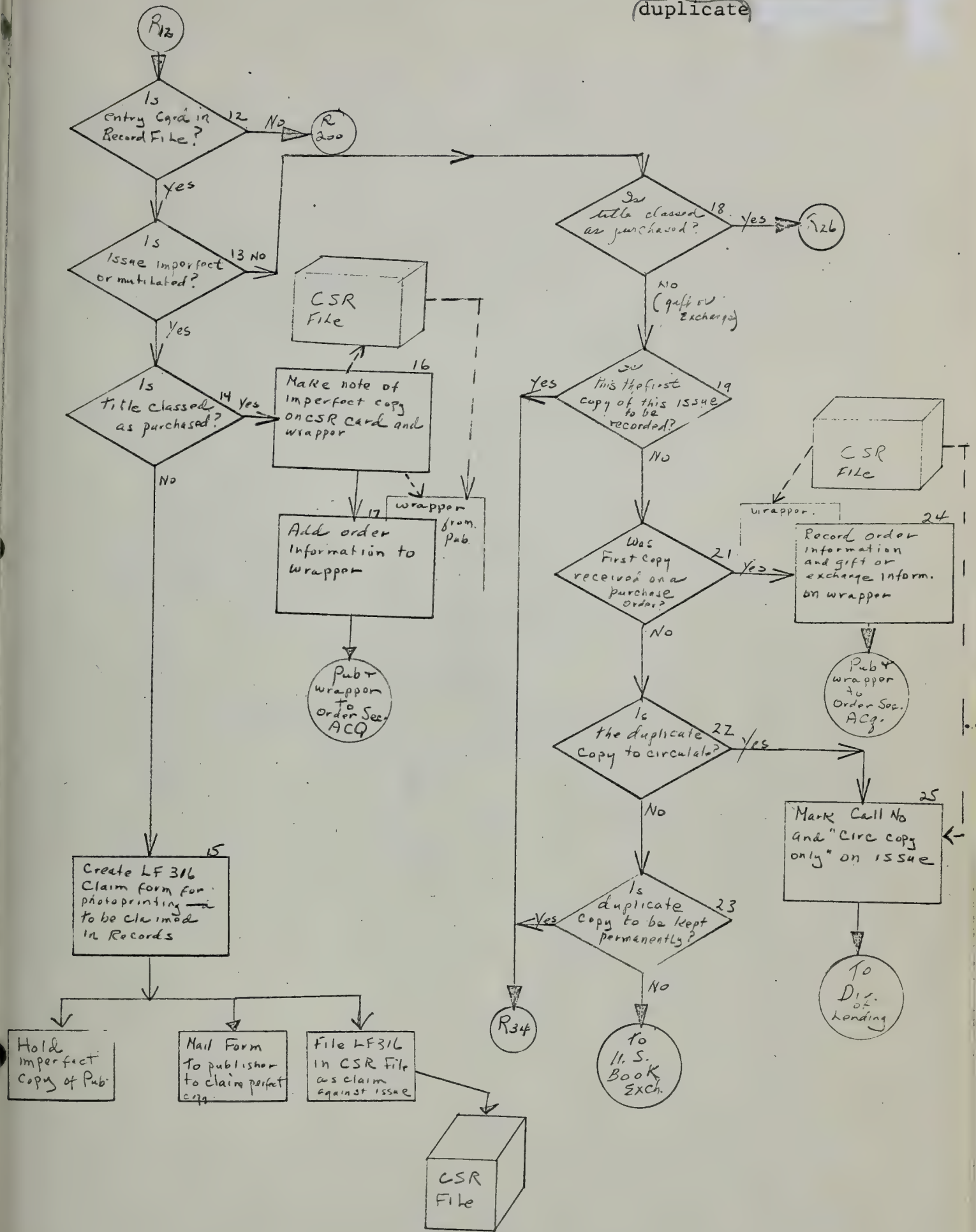
Flow Process Charts

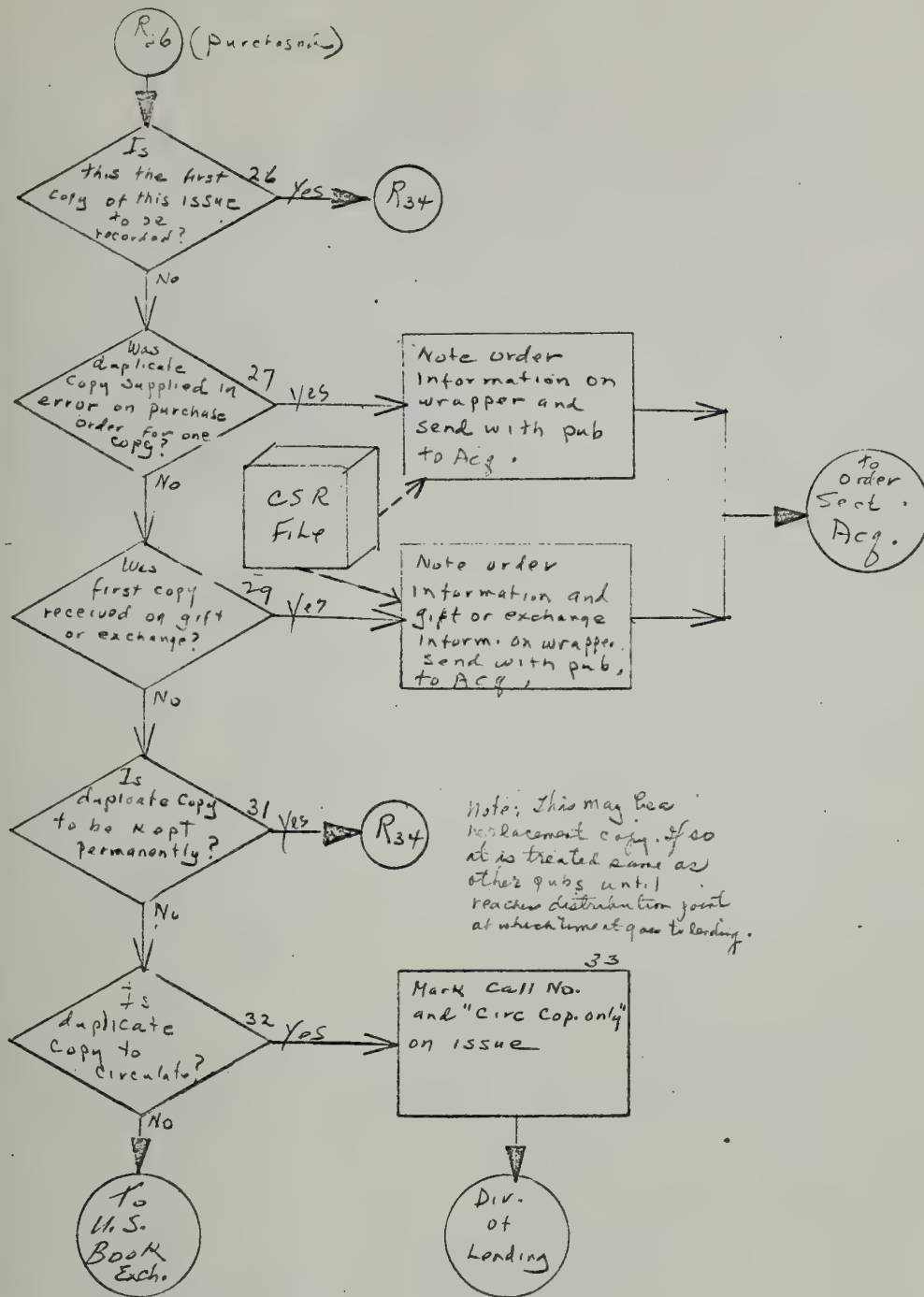
12 pages

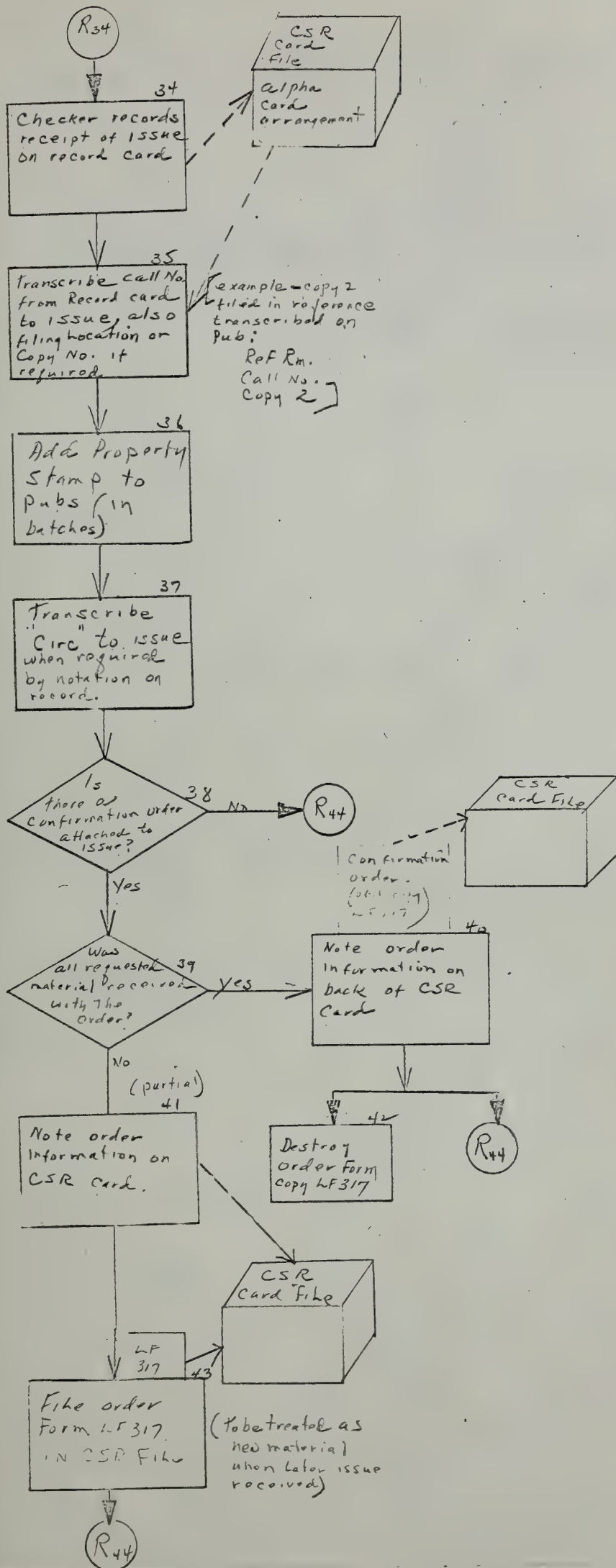
Blocks coded R 1 thro 245

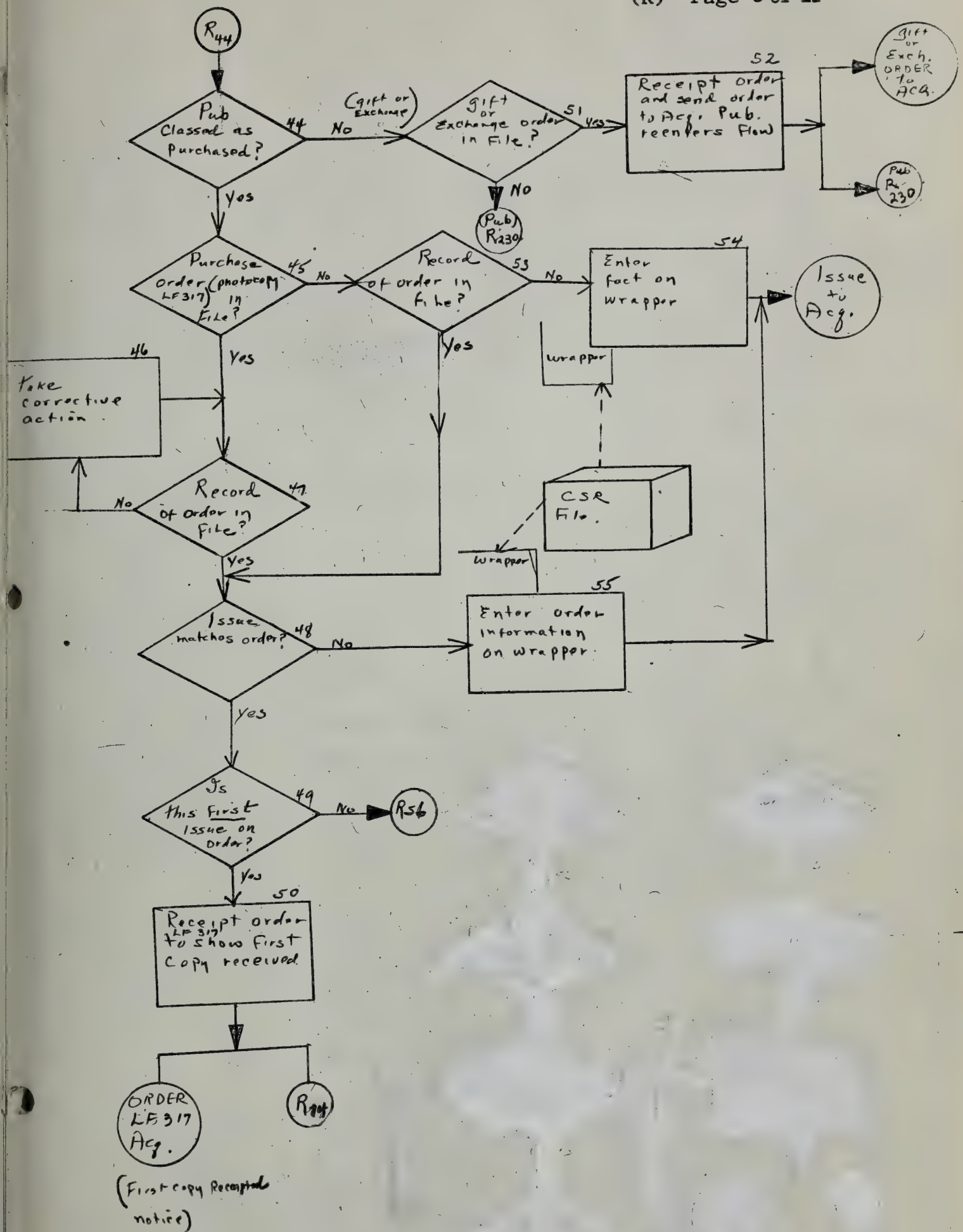
CSR=
Current
Serial
Records



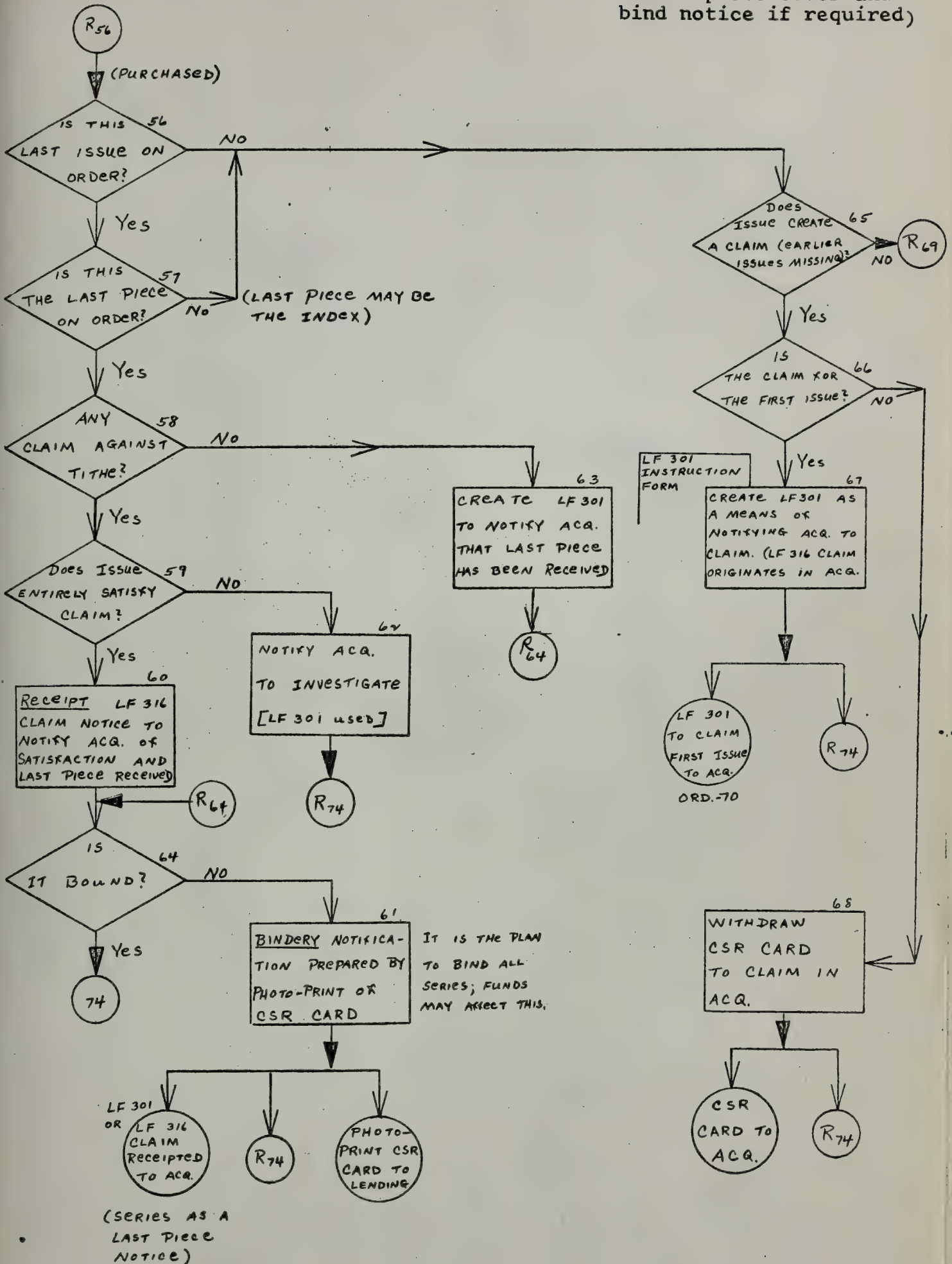


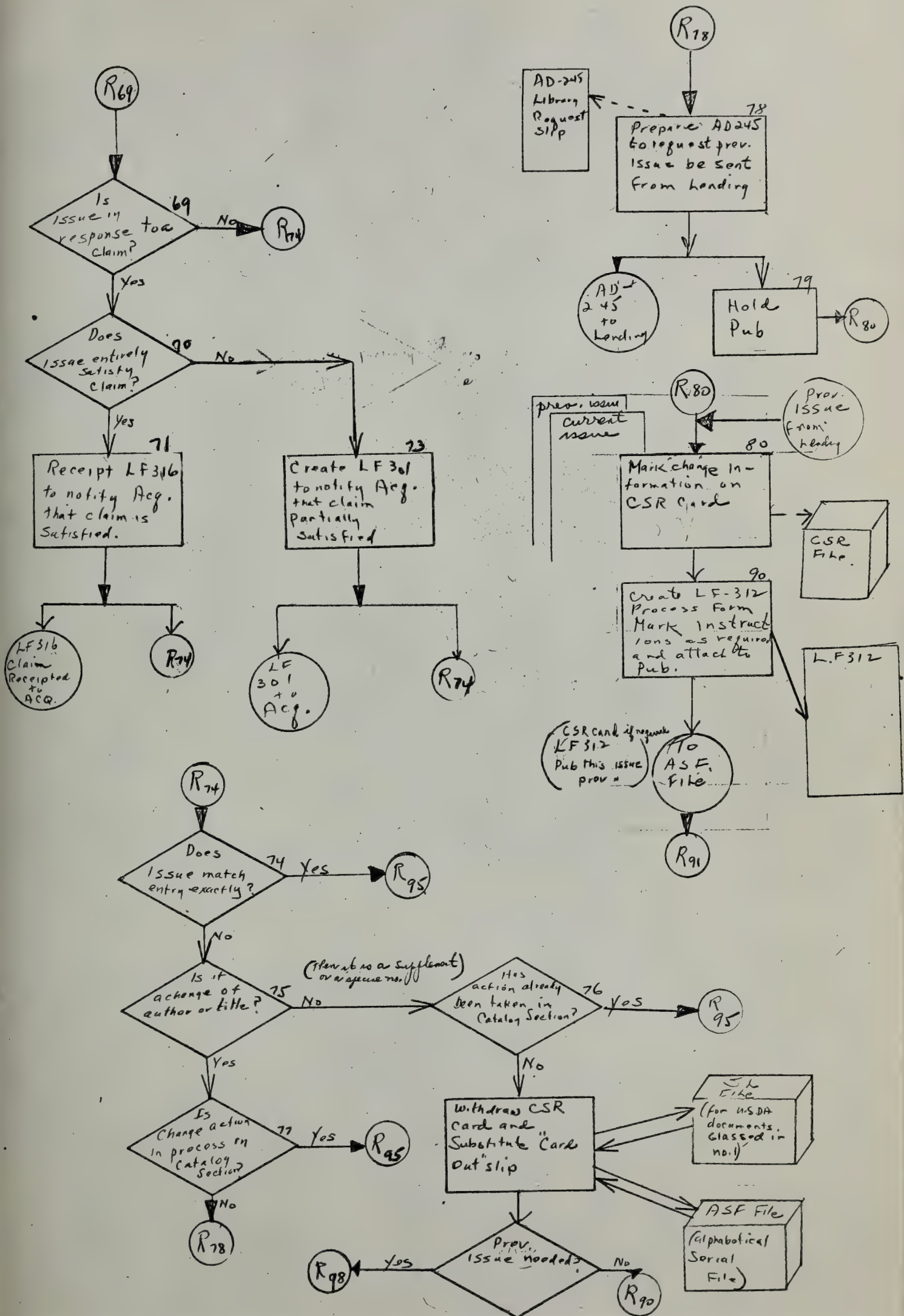


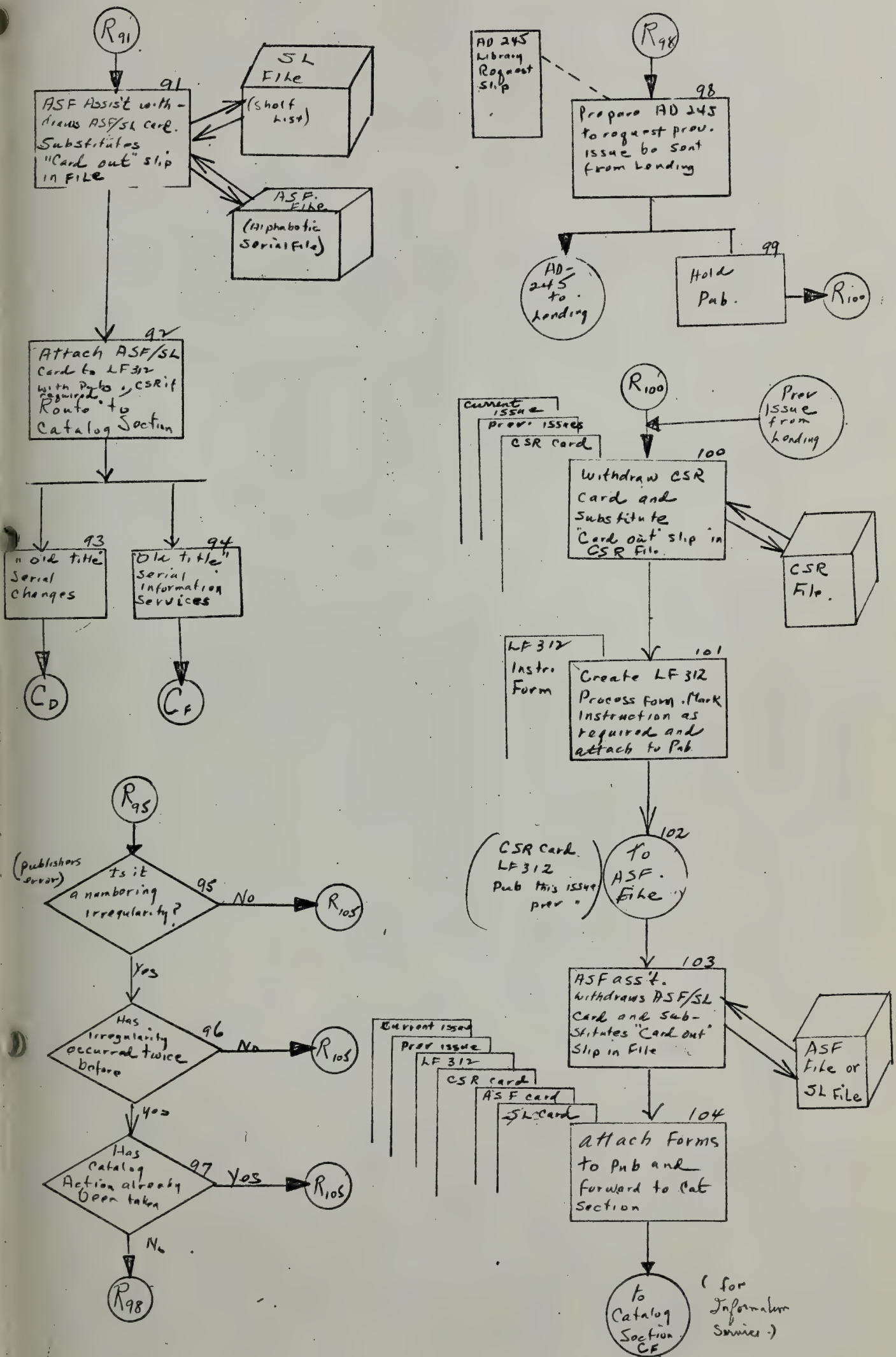


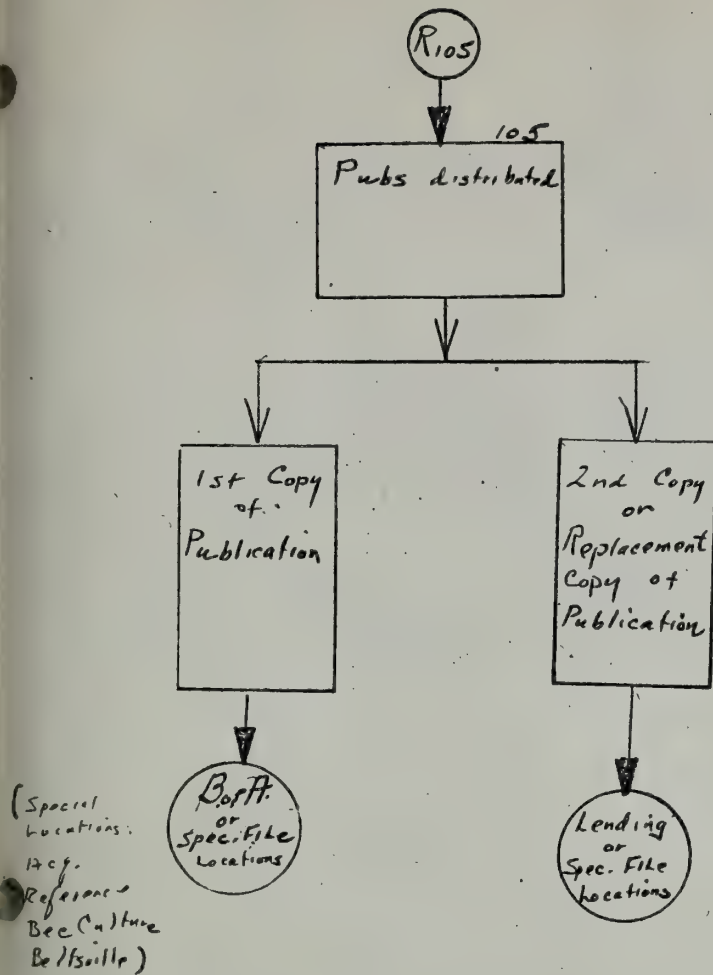


FLOW PROCESS CHART
Catalog and Records
Records Section--CSR
(R) Page 6 of 12
(Purchased--claiming
and complete order and
bind notice if required)

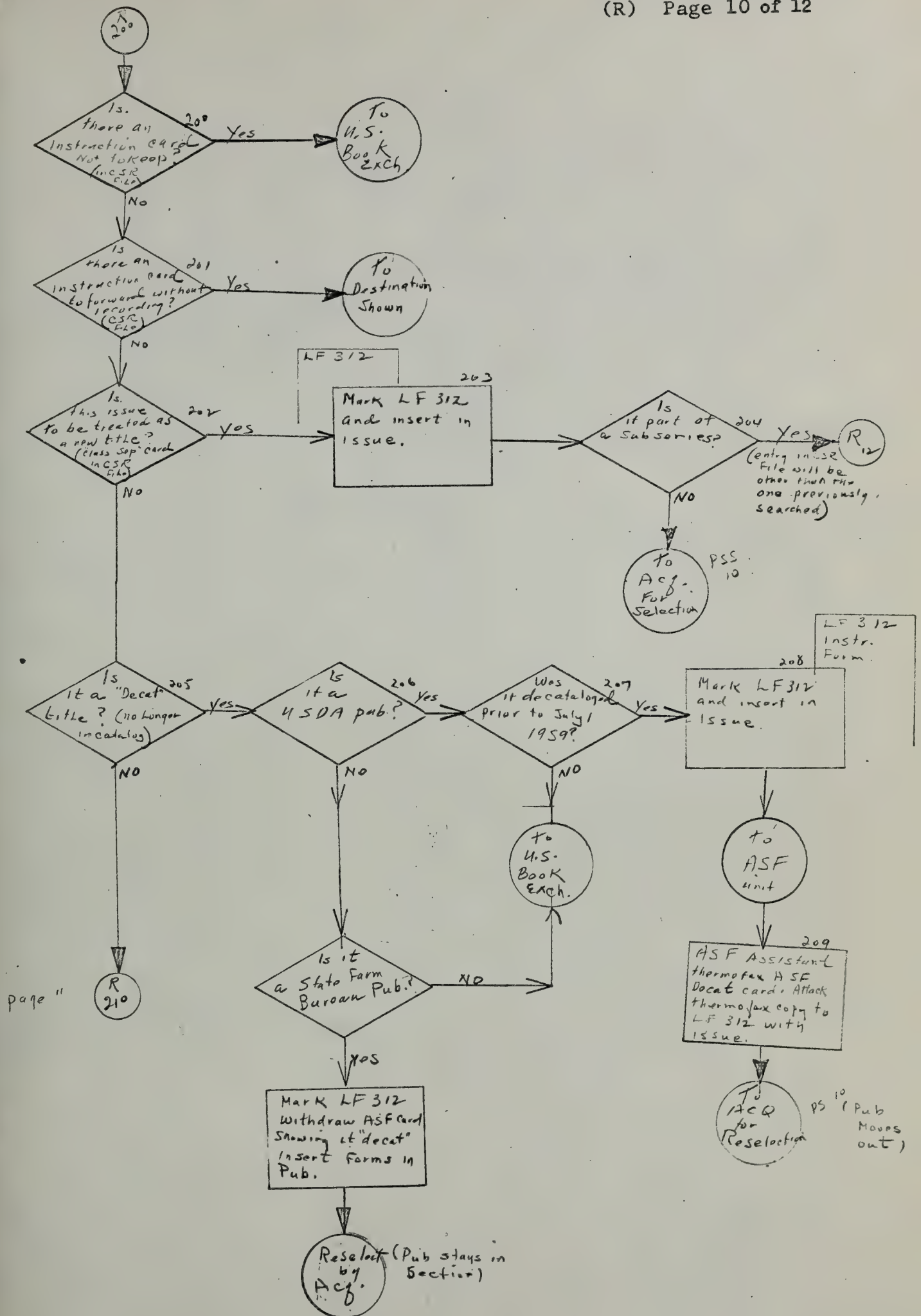




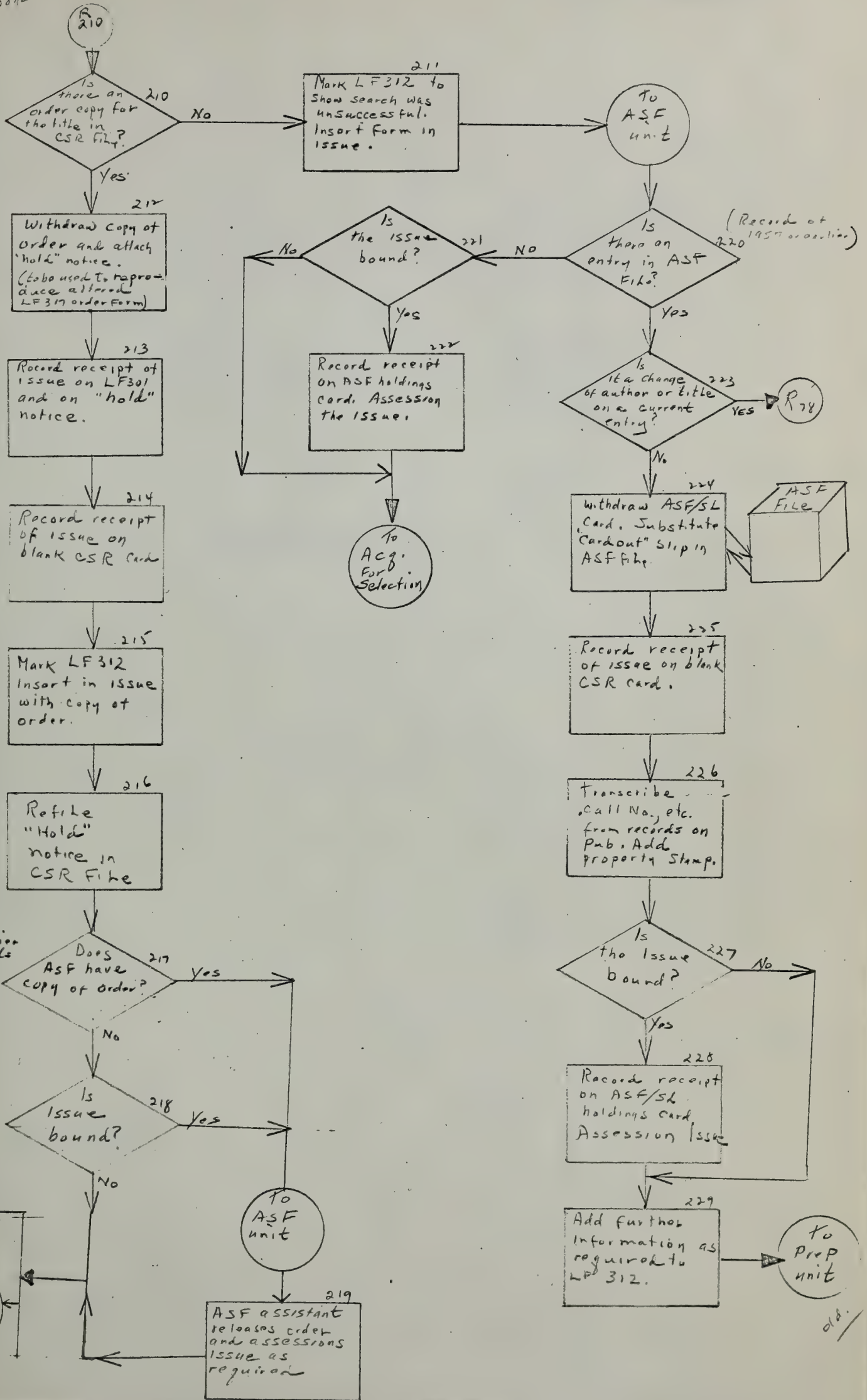


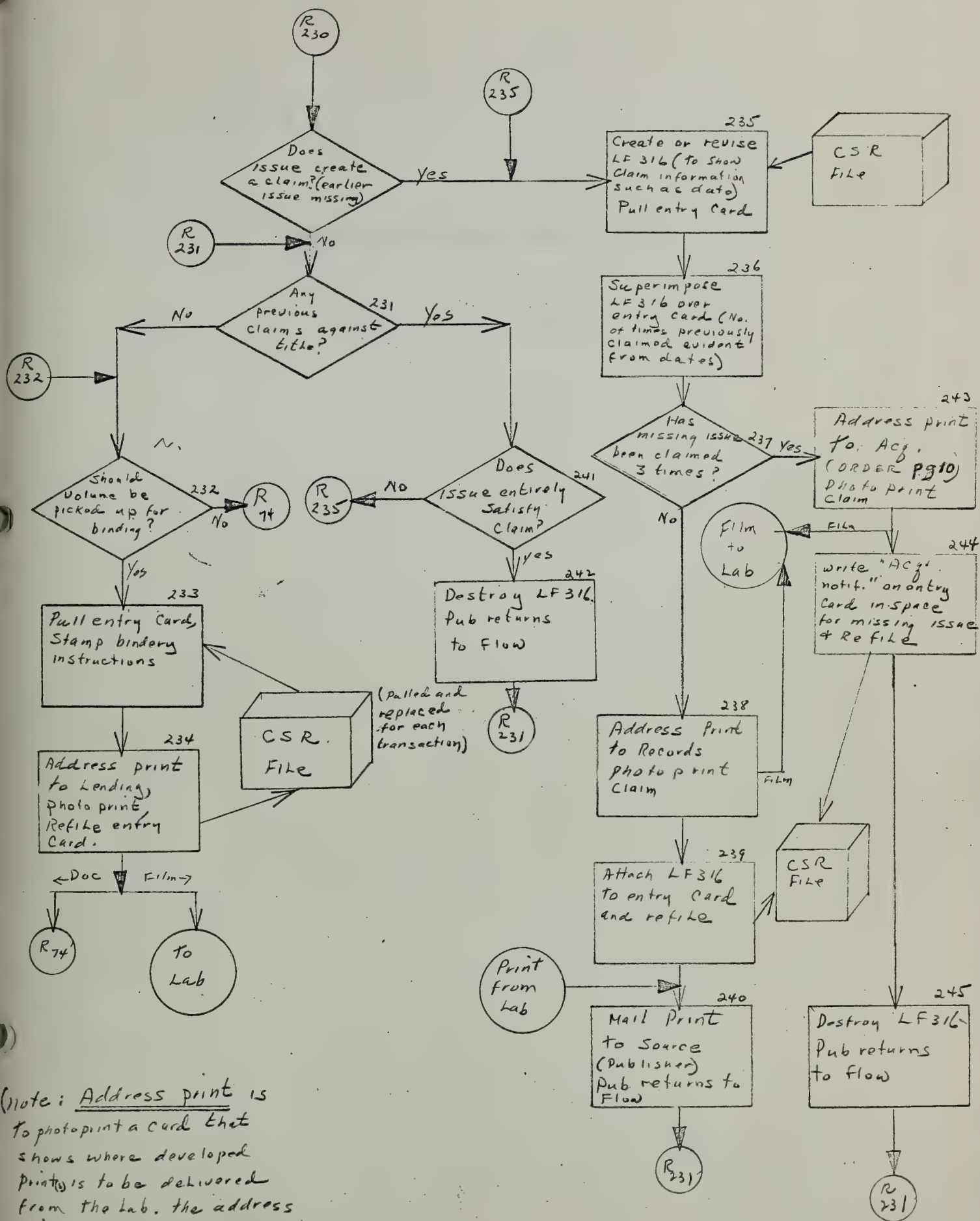


(from page 2)



page 10





(Note: Address print is to photoprint a card that shows where developed prints is to be delivered from the Lab. the address print is photoprinted in front of and following all related cards or copies. the address is usually a section of the library)

TECHNICAL SERVICES

DIVISION OF CATALOG AND RECORDS

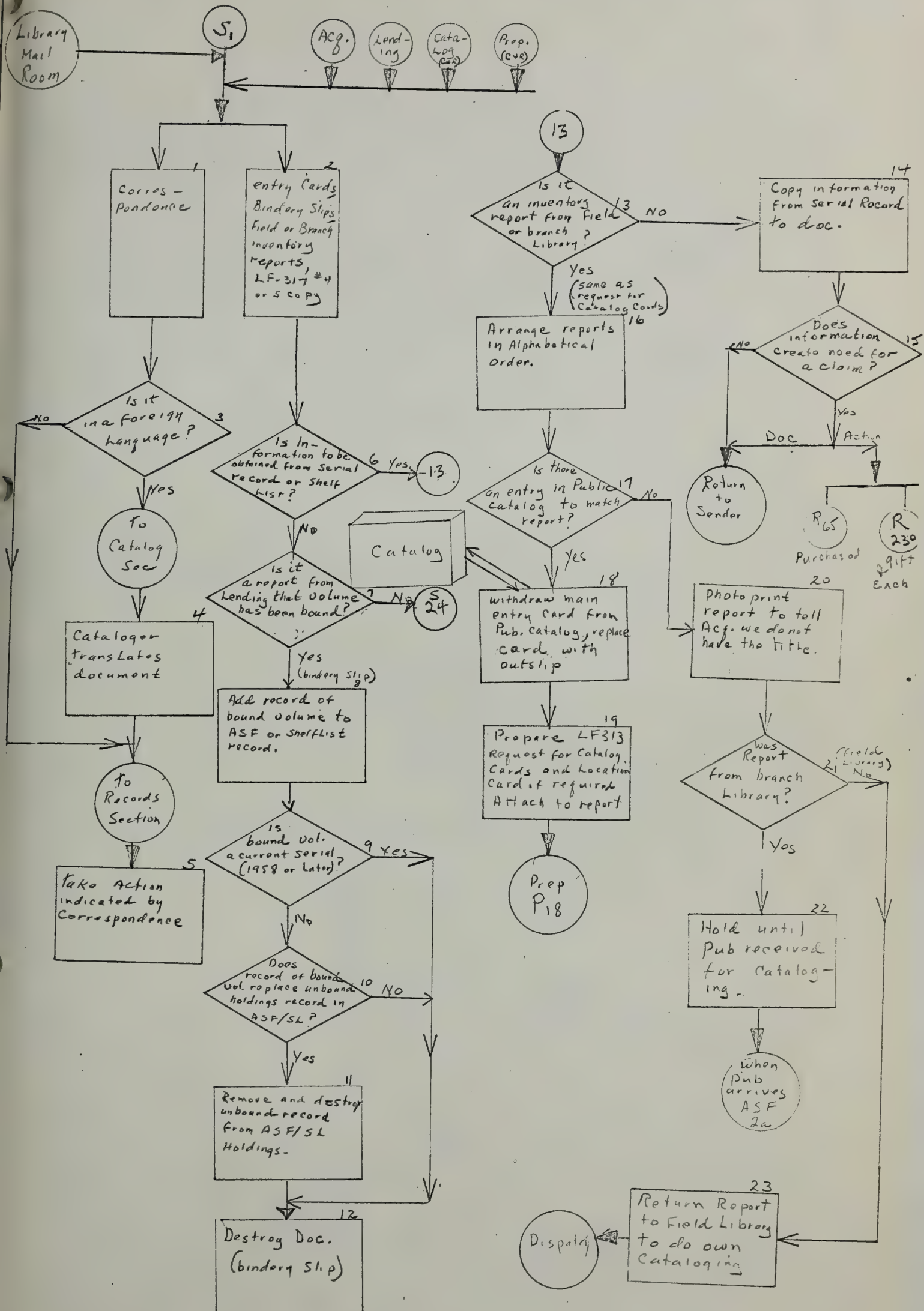
Records Section
(see also CSR unit)

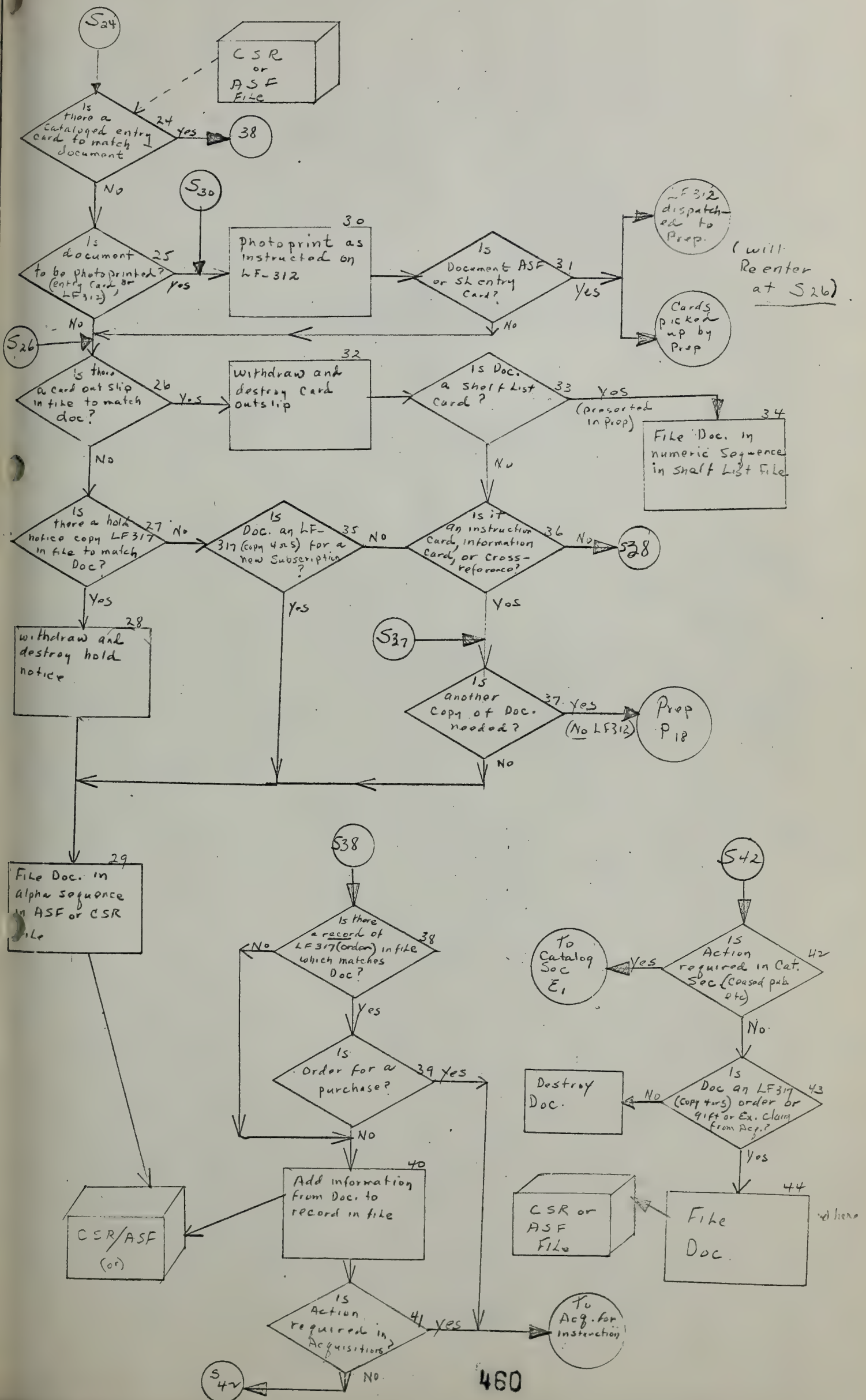
Flow Process Charts

5 pages

Blocks coded S 1 thro 100

"IN" Box





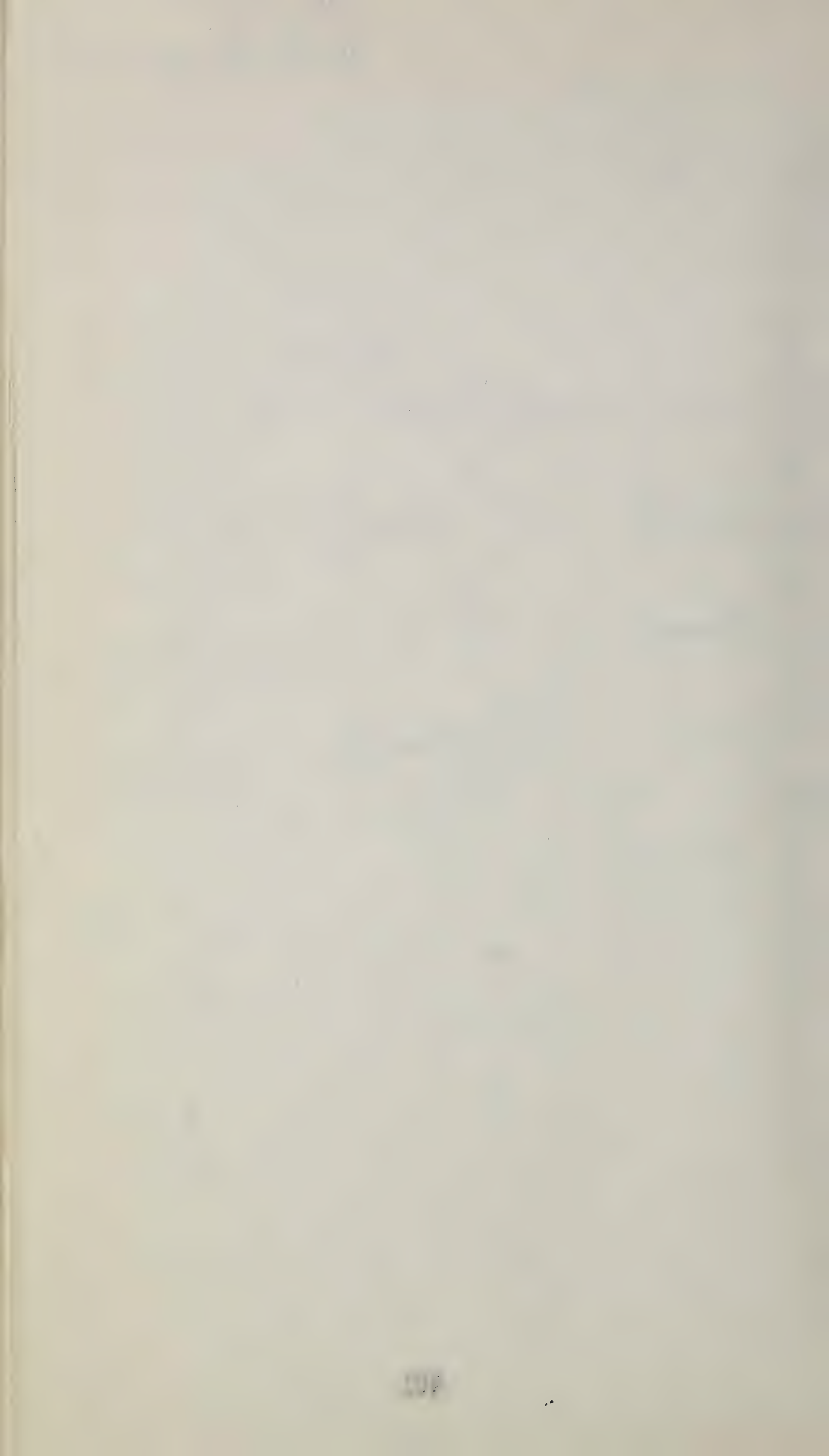
FLOW PROCESS CHART

Records Section

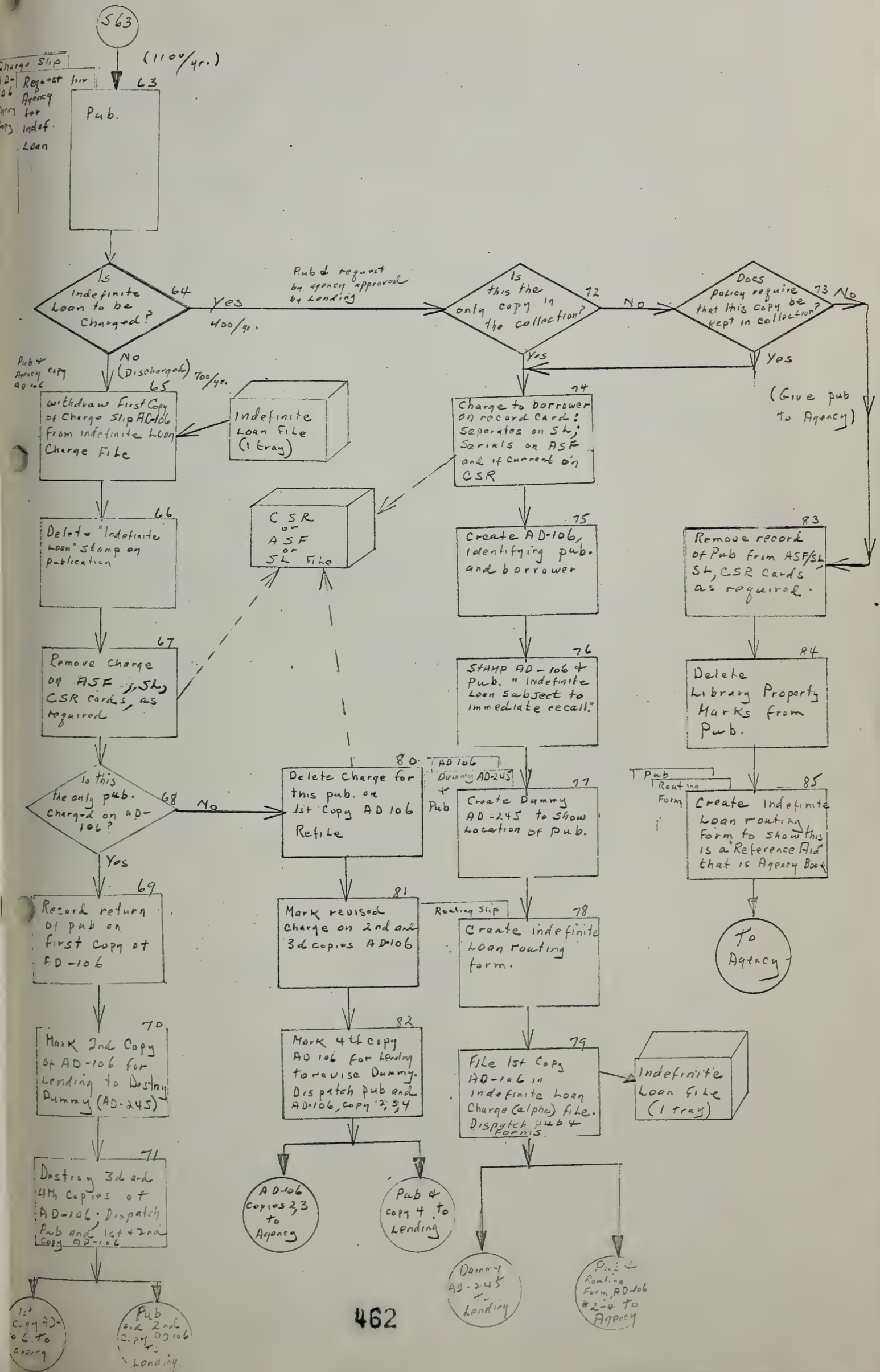
(S) Page 3 of 5

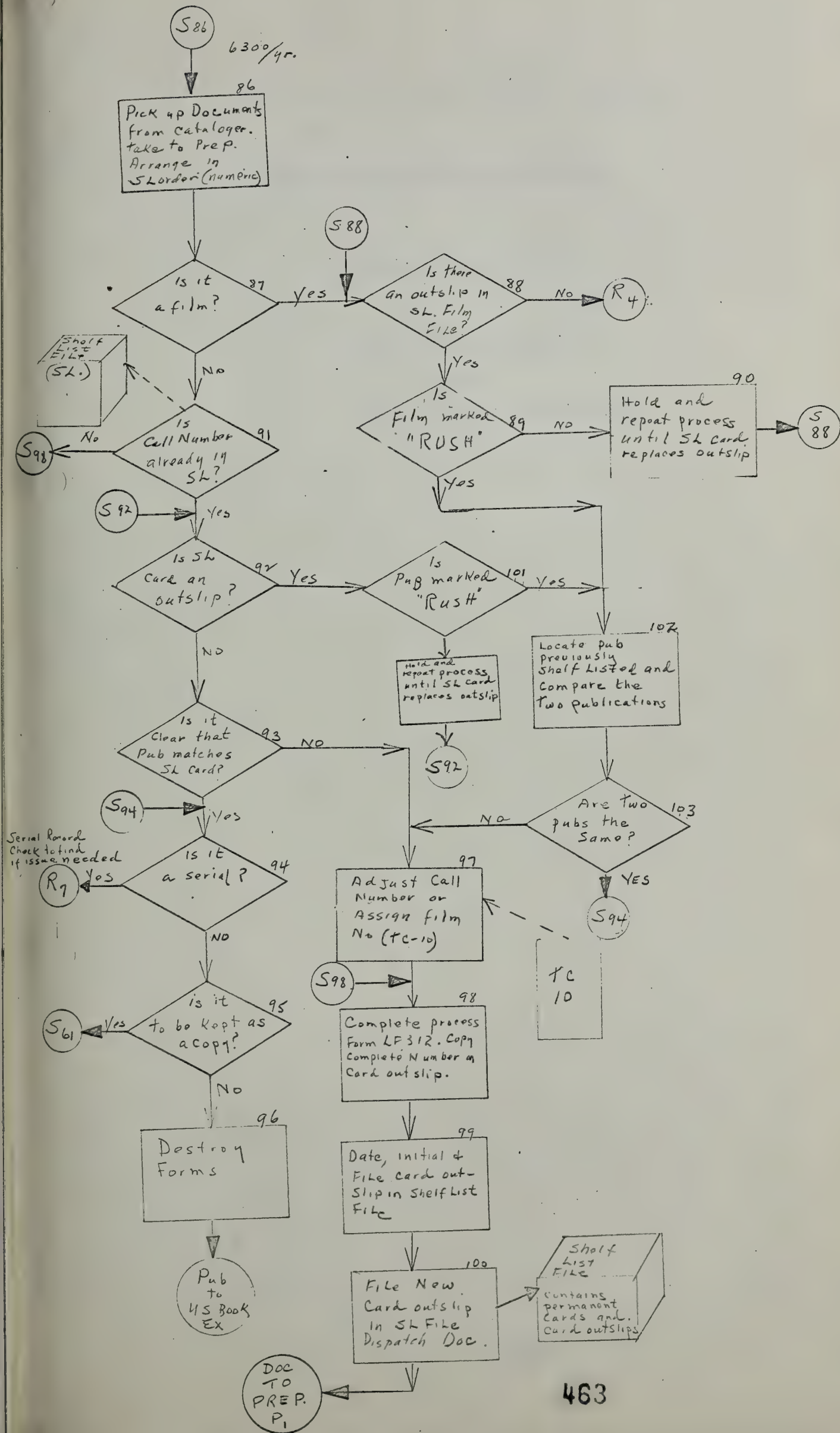
(ASF--Pub. received addressed
to or noted for ASF.)





FLOW PROCESS CHART
Catalog and Records
Records Section
(S) Page 4 of 5
(ASF--Pub received indefinite
loans.)





TECHNICAL SERVICES

DIVISION OF CATALOG AND RECORDS

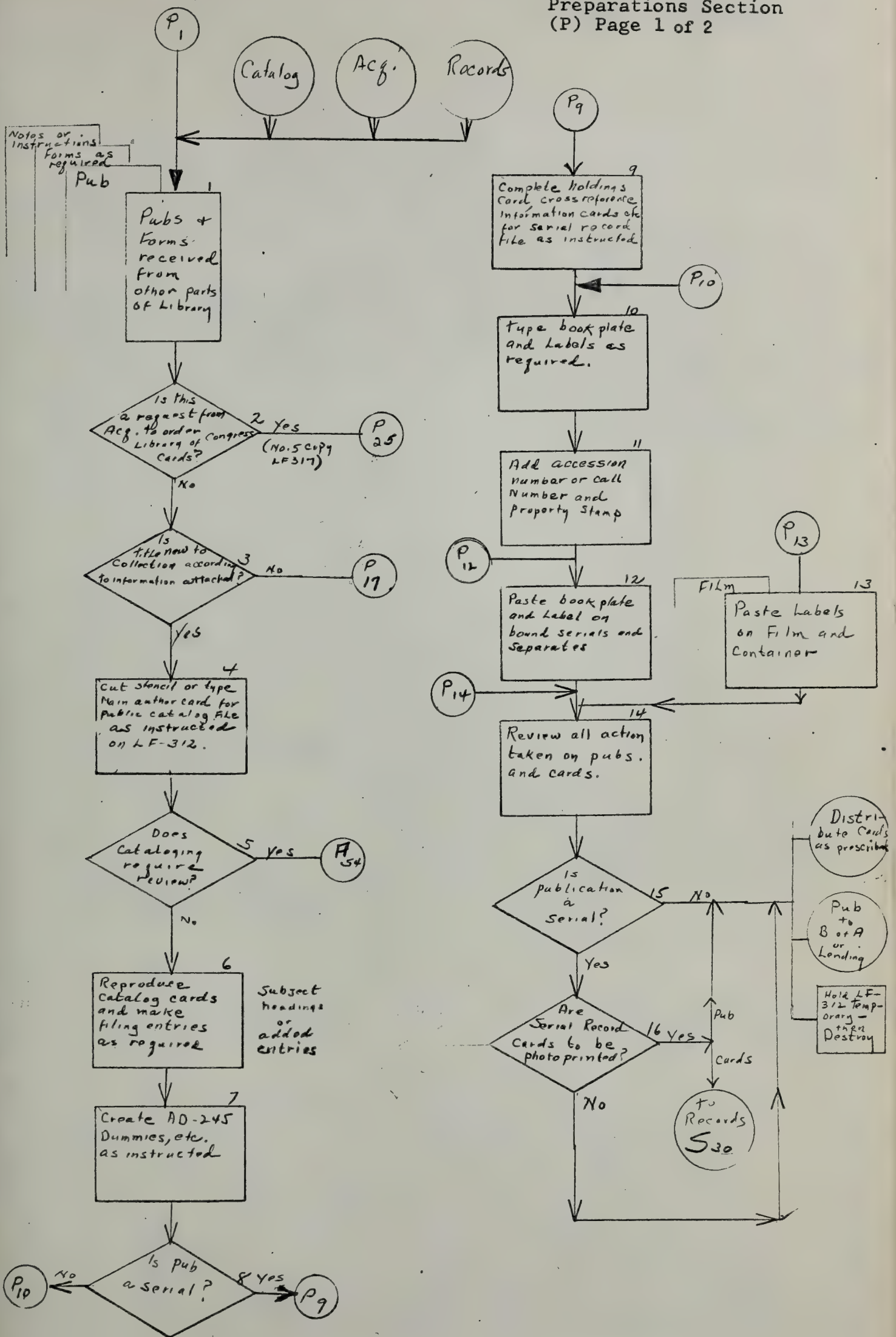
Preparations Section

— Flow Process Charts

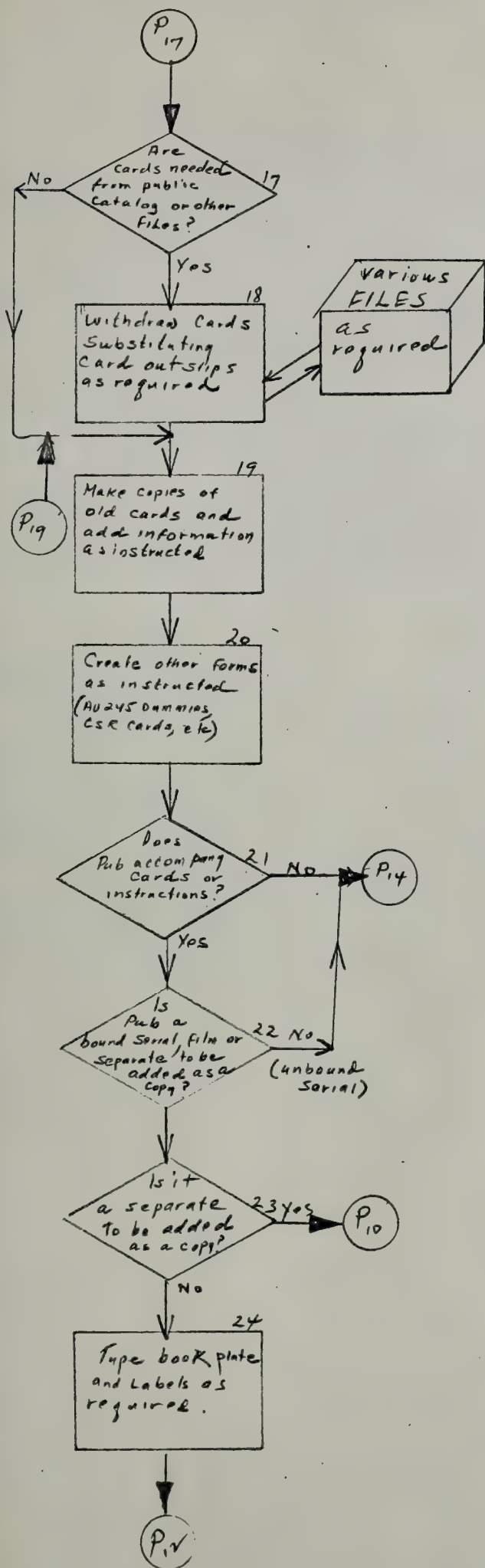
— 2 pages

— Blocks coded P 1 thro 29

Flow Process Chart
Division of Catalog and Records
Preparations Section
(P) Page 1 of 2



FLOW PROCESS CHART
Catalog and Records
Preparations Section
(P) page 2 of 2



TECHICAL SERVICES

FORMS

ACQUISITIONS OR
CATALOG AND RECORDS
FORMS

Process Form LF-312

LF-312 (10-60) PROCESS FORM Date _____
Initials: _____

Route to: ACQ _____ CSR _____ ASF _____ PREP _____ CAT _____ INV _____

Sep _____ New _____ Copy _____ Trans _____ Addr _____ Anal _____
Ser _____ Form _____ Poster _____ Catalog _____

Selected by _____ Not kept _____ Bl.ord _____

Search: CSR _____ ASF _____ Cat. 0 LC _____ Other _____

File R.C.F. Room

Class sep _____ Only nos. of interest kept _____

No. lacking CSR _____ Claimed _____ Ser ord _____

Return to cat. with ASF _____ sl _____ card _____

Call _____ Other _____
no: _____ ed: _____

Type _____ Sten. _____ cds. _____ Type ms _____

Hanging _____ reg. _____ indention _____ Cong. _____

Auth: As on pub _____ ord _____ Dates _____

Auth. as follows: _____

Title: As on pub _____ As follows: _____

Ed. _____

Hold.st. _____

Place _____

Publ: _____

Date _____

Coll _____

Notes: _____

Subjects: _____

Added entries: _____

X-refs: _____

VER _____

7. Cd for EE _____ PAU _____ NST _____ ACQ _____ BIBL _____ Other _____
Photo for BIBL _____ NST _____ ACQ _____ ORIENT _____ CSR _____
Call no. change slip from _____
to _____

Discard _____ change _____ old cds & out slips; leave
out slip in sl for _____

Bind slip _____ Dummy ☒ Env. _____ Bookpl. & label _____

Remove _____ Add _____ accession nos. _____

Stamp cop. 1 RESERVE _____ Cut pages _____ Mend _____

Staple _____ Insert loose pages _____ Pocket _____

Add call no. & prop. stamp to pubs _____

8. Purch _____ Bl.ord _____ Bind _____ Circ _____

Freq: bi-a, a, s-a, q, bi-m, m, s-m, bi-w, w, s-w, d, ir _____

Make following yrs current _____

CSR claim from _____

Note on CSR cd _____

Work-in-parts _____ Complete in _____

File _____

Send RESERVE _____ Cop. 1 _____ to cat. for anal. _____

Stamp _____ Remove _____ For nos. in Lib. see Shelflist. _____

_____ Only latest ed. kept. _____

_____ Only current nos. kept. _____

_____ For nos. in Lib. consult shelves. _____

_____ In prog. addit. on main cd. _____

Change coll. & impr. as indicated on _____

Make added entry for Cat. & ASF, trace: _____

Make auth. entry (& added ent.) for ASF _____

Type shelf _____ Circulation _____ card. _____

Change of auth. entry: _____

Change of title: _____

Ceased _____ Suspended _____ Suppl _____ Numbering _____

Make x-ref. from cat. entry _____ following _____ to _____

CSR entry as above _____ as cat. _____:

Copy hist. _____ inf. _____ cd for _____

Change _____ note on _____ cd. _____

to match note on _____ cd. _____

Copy _____ note on _____ cd. on to _____ cd. _____

Transfer hold. from _____

to new hold. cd. _____

Recall all issues and change call nos. _____

OVER _____

CATALOG AND RECORDS

Forms

Cooperative cataloging, LC
page 1

AUTHOR NOT YET ESTABLISHED

Blank Form

Supplied by the Library
of Congress

U.S. Nat'l Agr. Libr.
for Library of Congress

Author Authority card
prepared when author has
not yet been established
for the Library of Con-
gress.

Havis, Andrew Leon, 1908-

SAMPLE for
author

✓ USDA personnel records.

Authority

Peach growing east of
the Rocky Mountains.
1951.

Title

U. S. Dept. of agr. Library
for Library of Congress

Forms

Cooperative Cataloging, LC
Page 2
AUTHOR ESTABLISHED

Prepared in accordance with
"Cooperative Cataloging
Manual" Library of Congress
Descriptive Catalog Division
USGPO Wn D. C. 1944

Cataloger's Notes		Filing Title		
Cds.	Author v lc cards	Initials		Date
Series		Descriptive Cataloger	✓	✓
		Reviser	✓	✓
		Subject Cataloger	✓	✓
		Reviser	✓	✓
		Shelflist		
		Decimal Classification		
Class. x-ref.		To P. O.		
Cat. x-ref.	From P. O.			
	Main Cards sent to Filer			

GPO

Manuscript Form

Front of Form

Supplied by Library of Congress for pubs cooperatively cataloged. This is used when NAL supplies cataloging information to the Library of Congress

Type Main entry information
from Catalogers instructions
(markings) on publication and LF 312
process Form

Enter in Red the secondary
entry from Catalog Card

Back of Form

Type Main entry information
from Catalogers instructions
(markings) on publication and LF 312
process form

Enter in Red the secondary
entry from Catalog Card

L. C.-133 GPO

U.S. Nat'l Ag. Libr.	Agr.63
for Library of Congress	

Card Series Number to be assigned by LC
NAL identifies Library Supplying catalog information

CATALOG AND RECORDS

Forms

Cooperative Cataloging, LC
Page 3
AUTHOR ESTABLISHED (con't)

1
Ag84Mr
no. 455

Whitney, W Keith
Effects of high-frequency electric fields on certain species of stored-grain insects (by W. K. Whitney, S. O. Nelson, and H. H. Walkden. Washington: Market Quality Research Division, Agricultural Marketing Service, U.S. Dept. of Agriculture 1961) iii, 52 p. illus. 26cm. (U.S. Dept. of Agriculture: Marketing research report no. 455)

Cover title.
Bibliographi- cal footnotes. (over)

NAL Catalog Card prepared from catalogers Instructions (marking) on publications LF 312 process form. This is included in exhibit to show how the card appears in NAL Catalog compared with LC Card

Whitney, W Keith.

Effects of high-frequency electric fields on certain species of stored-grain insects (by W. K. Whitney, S. O. Nelson, and H. H. Walkden. Washington, Market Quality Research Division, Agricultural Marketing Service, U. S. Dept. of Agriculture, 1961, iii, 52 p. illus. 26 cm. (U. S. Dept. of Agriculture, Marketing research report no. 455)

Cover title.

Bibliographical footnotes.

1. Grain—Diseases and pests. 1. Cereals—Storage—Pests, 2. Farm produce—Storage—Diseases and injuries. 3. Insects, Injurious and beneficial. 4. Electricity—Physiological effect. 4. Electricity—Effect on insects, I. Title. (Series)

HD1751.A9183

no. 455

Agr 61-152 rev

← Card No.

U. S. Dept. of Agr. Libr.
for Library of Congress

Ag84Mr no. 455
(r62d2,t)

Source of
Cataloging

NAL
Class No.

LC Class No.

Library of Congress Card
printed from information
supplied by NAL - see form
page 2

CATALOG AND RECORDS
Forms

Special Location
"dummy" card

CALL NO.		AUTHOR		USDA LIBRARY REQUEST								
401 Am34		American Gas Association. Rate Committee.		DUMMY								
		TITLE OF PUBLICATION										
		Gas rate fundamentals.										
VOL.	No.	PAGES	DATE									
			1960									
TITLE OF ARTICLE												
NAME			BUREAU									
ADDRESS			TEL. No.									
Files: Grad Sch. 17446			ROOM No.									
			TABLE No.									
GPO 16-64438-1 Do not write in this space AD-245												
1	2	3	4	5	6	7	8	9	10	11	12	13

AD- 245 Dummy

This is a dummy card
which is in the charge
file in lending to show
that publication is in
a special location

FORMS

Current Serial Records
Checking Card (CSR)

P. Notes a purchased serial, with
detail on back of each card

C S P
BIND
FREQ

Type 1

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
62	3/7	8	9									

Record of Vol. 3,
issue 7, 8, 9.

C S
BIND
FREQ

Type 2

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
62	#1	2	3									

Issues 1, 2 and 3;
issue number recorded

C S
BIND
FREQ

Type 3

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
62	1	1	1	1								

Published monthly only.
Vol. or issue not shown
on pub.

C S
BIND
FREQ

Type 4

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
62	V	23	(Bd)									

Published annually;
volume number shown
and bound (Bd)

> indicates number of copies bound if more than 1

CATALOG AND RECORDS

FORMS

Shelf listing File

OUTSLIP -- Temporary slip until printed card is placed in file

Step 1

During the process -
the basic number is entered

Step 2

The call number is adjusted
(from C47 to C473)
and slip filed in
Numeric Shelf List File
until Catalog Card is
placed in file

Step 3

Catalog Card is filed in
Numeric order by call
number -outslip is withdraw

Film has an assession
number rather than call
number

SAMPLE

41
C473
Chu, R'un-hsi.
Chi ping fang chih (Prevention and cure
of poultry diseases) 1. pan. Peking,
Nung yeh ch'u pan she, 1959.
105 p.

1. Poultry. Diseases.

Public Catalog File Cards
Type 1*Typed entry is the secondary entry*462.062
M92Mundkur, Bhalchandra Bhavanishanker.
Ustilaginales of India. [1st ed.]
Kew, Commonwealth Mycological Institute,
1952.

83 p.

1. Ustilagineae. 2. Tilletiaceae.
3. Fungi. India. I. Thirumalachar, M
joint author. II. Commonwealth Mycological
Institute, Kew.

J,

Main Entry Card is
the Main Author --
in example is
MUNDKURSecondary Entry --
Separate cards are
required for each entry
numbered in the tracingExample of Tracing: There is
an additional card in the public catalog
for each item listed.Arabic numerals (1,2,3) are
subject headings. There will be 3 subject
heading cards.Roman numerals (I,II) are other
authors if more than one author for the pub.
In example there will be 2 author cards in
addition to the main author.

Not L.C. Card

Identifies whether a card
is cooperatively cataloged
for Library of Congress.
When only page number
shown the pub. is not
cataloged for L.C.A261.9
Ag8A
no.12Folkman, William S 1917-
Progress of rural and urban students enter-
ing Iowa State University, fall 1955.
Washington, Economic Research Service,
Economic and Statistical Analysis Division,
U.S. Dept. of Agriculture, 1962,
iv, 28 p. tables 26 cm. (U.S.
Dept. of Agriculture. Economic Research
Service, Agricultural economic report no.12)

Bibliographical footnotes.

(continued on back)

Type 2 --
Cooperative cataloging
for Library of CongressThe Collation
identifies card as being
cooperatively cataloged
for Library of Congress.
That is, it contains
information in addition
to the number of pages
in pub. such as iv.or cm.Note-if tracing is not shown
there is only the main entry
card which is author card.

(Card Stamped on back "No Subj")

CATALOG AND RECORDS

FORMS

L F - 301

Serial Issues Receipt

LF-301(3/62) . SERIAL ISSUES RECEIPT	
Ord. _____ B&F _____	Order no. _____
Entry: _____	
CSR recd.:	ASF recd.:
Br. Lib. recd.:	Recd. complete _____
	Ann. Follow-Up Yr. _____
	Initials _____
	Date _____
Noted in Order Sect. by: _____ Date _____	

This form is created in Records and sent to Acquisition. It is not used for a single issue pub. It has 3 unique uses:

1. To notify Acquisitions that the last piece due on a subscription has been received (last piece may be an index issue).
2. Receipt a claim -- serves as a notice that an issue that has been claimed by Acquisitions has been received.
3. To notify Acquisitions that an issue was received but #4 copy of order form LF 317 will remain in CSR file until first issue on the order is received.

CATALOG AND RECORDS
FORMS

Field or Branch Library
Requests for Catalog Cards
and Pub. Location Card

Call No.

LOCATION CARD

API.

E.M.

B.

SMITHS.

Location is circled

3/10/61

Unnumbered Location Card
Shows Call No. of Pub.
and Field or Branch
Location. It is filed
in ASF File

LF-313(8/61)
Call no.:

REQUEST FOR CARDS

Date:

Initials:

Type _____ Sten _____

Sets for: _____
Shelf cards only: API _____ B _____
Deposit Coll.shelf card: EM _____ Smiths _____
Holdings statement:

L F 313 - Made up from
"Inventory Report" which
shows that Field or Branch
Library has the copy in
collection

FS, Portland

Gurinsky, R. E.C.S
Teelt van groentezaden. Ed. 2. Gent, 1913
L. Venmelle [n.d.] 28 p.

42956

May 17 1961

Sample of Inventory Report
of Field or Branch Library
(see above) which serves
as a request for Catalog
Cards for Branch or Field
Library

CATALOG AND RECORDS
FORMS

Indefinite Loan

ITEM	CLASS	PROPERTY NUMBER
	ACQ. DOC. NO.	RECEIPT DATE
	APPROPRIATION	
	VOU. NO.	DATE
	COST \$	
AD 106 U.S. DEPT. OF AGRICULTURE 106 PROPERTY RECORD 11-30	ON CHARGE TO:	

AD - 106

Indefinite Loan
Charge Slip

(also used when
discharged)
Carbon copies
attached:
Yellow
Pink
Blue

U.S. DEPT. OF AGRICULTURE LIBRARY
INDEFINITE LOAN ROUTING FORM

- () To: Preparations, C&R
() Type Dummy:
- () To: Bibliography Division, Library

Sent for your information. Please forward
to Agency-Library Liaison Officer, RUSH

Indefinite Loan
Routing Form

- () To: Agency-Library Liaison Officer
() Indefinite Loan for:
() Agency Book for:

- () This is the second copy of this
publication received in the Library,
and it is sent to you as an Agency
Book. Please return the first copy
which was charged as an Indefinite
Loan to:

with your agency copies of the AD-106
form to:

Library
Catalog & Records Section (ASF)

(ORDER No.)

GENTLEMEN:

This is a REMINDER, not a new order. We lack V. 2, no. 5,May 1962

of the following publication:

Sample

LF 316-Claim
used as a mask
over CSR checking
card shown below

Please send these missing issues with this request to:

U.S. DEPARTMENT OF AGRICULTURE
LIBRARY, CURRENT SERIAL RECORD
WASHINGTON 25, D.C.

☐ Due on our PURCHASE☒ ORDER☒ As GIFT or EXCHANGE

If this is no longer being published, please return this request telling us the volume,
number, and date of the final issue.

LF-316 (4-61)

16-74233-2 GPO

Claim Notice for Serials LF-316
is slipped over the
checking Record Card
so that pub.description
shows in cut out.
Photocopies mailed to
publisher serve as
claim notice.

C S
BIND
FREQ

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
62												

CSR Checking
card

CATALOG AND RECORDS

FORMS

Library of Congress

Card Order Form

L. C. CARD NUMBER					
Author: (Full Name)					
Title:					
Place:	Publisher:				
Date:	Edition:				
Series:					
U54 U.S. Dept. of Agr.		lve a,c	-0	3sa1	
Subscriber No.	Name of subscriber 61-1 (Rev. 12-58)	(Stamp on line) GPO: 1961-O-621351	Variation in edition	Order to be held	Number of cards wanted

ACTION

Out
C
R
On
Cl
Rd
P
D
Np
NR

Form used for
ordering L C
printed cards
when
Publications
Selection
Section finds
L C number
listed in
citation.

ACQUISITIONSClaiming

Claims initiated by signals according to a schedule

When the LF 317 Order (original) for a serial is filed in numeric order in the Outstanding Order File (OOF), a colored clip is attached to LF-317.

The clip indicates when a periodical must be claimed on a regular basis. The following table shows the location of the clip, the color of the clip, the Claim date, the origin, whether Foreign or Domestic, and the frequency that it is published.

<u>LOCATION</u>	<u>COLOR</u>	<u>CLAIM DATE</u>	<u>ORIGIN</u>	<u>FREQUENCY</u>
Left	Orange	Feb. 1 (every 2 weeks thereafter)	Domestic	Daily Semi-weekly Weekly
Left center	Blue	Feb. 15 (every 2 weeks thereafter)	Domestic	Bi-weekly Semi-monthly Monthly
			Foreign	Daily Semi-weekly Weekly
Center	Green	Mar. 15 (every month thereafter)	Foreign	Bi-weekly Semi-monthly Monthly
Right center	White	Apr. 15 (every month thereafter)	Domestic	Bi-monthly Quarterly
Right	Yellow	May 15 (every month thereafter)	Domestic	Irregular and all others
			Foreign	Bi-monthly Quarterly Irregular and all others
	Red	July 15 Semi-annuals, Annuals	Domestic & Foreign	Semi-annuals Annuals, and all others

ACQUISITIONS

Claiming - Gift or Exchange

Claim Mask for unnumbered serials prepared in PSS from information on CSR (Checking record) card photoprint received from CSR.

GENTLEMEN:

The U. S. Department of Agriculture Library is interested in receiving on EXCHANGE the publication listed below. Please add our name to your mailing list and send us the following back issues: *v. 1-3, 5 - date.*

(cut out)

Please address correspondence and publications concerning this request to:

Library, Current Serial Record (E)
U. S. Department of Agriculture
Washington 25, D. C.

A list of publications available for exchange will be furnished upon request.

E

16-73285-1 GPO

Claim an Exchange

Stamp date of claim

GENTLEMEN:

date of 3rd claim *date of 2nd claim*

The U. S. Department of Agriculture Library is interested in receiving the publication listed below. Please add our name to your COMPLIMENTARY MAILING list and send the following back issues: *(enter issue claimed here)*

(cut out)

Please address correspondence and publications concerning this request to:

Library, Current Serial Record (G)
U. S. Department of Agriculture
Washington 25, D. C.

G

16-73286-1 GPO

Claim a Gift

The photoprints of above masks over CSR record prepared and mailed in Order Section, with mask and photoprint CSR card returned to CSR.

This is the first claim.

Second and third claim is made in CSR using mask that was filed.

No reply to third claim for Gifts results in Form Letter LFL-351 (attached) prepared and mailed in Order Section.

LFL-352 for Exchanges.

ACQUISITIONS

Claiming for purchased
serial or monograph

Claims Mask

Used over LF 317 order
this creates a claim

WE HAVE NOT RECEIVED ON OUR ORDER NO.

PLEASE SHIP TO: U.S. Dept. of Agriculture
Library, Current Serial Record
Washington 25, D. C.

IF UNAVAILABLE
REPORT TO:
U.S. Dept. of
Agriculture Library
Order Section
Washington 25, D. C.

WE HAVE NOT RECEIVED ON OUR ORDER NO.

P-45463
SEP 24 1961

Monograph of the Department of Agriculture
Monograph of the Department of Agriculture

JAN 1955 JAN 1956 JAN 1957 JAN 1958 JAN 1959

PLEASE SHIP TO: U.S. Dept. of Agriculture
Library, Current Serial Record
Washington 25, D. C.

Washington New

JAN 1955

IF UNAVAILABLE
REPORT TO:
U.S. Dept. of
Agriculture Library
Order Section
Washington 25, D. C.

WE HAVE NOT RECEIVED ON OUR ORDER NO.

P-45463
FEB 19 1962

Monograph of the Department of Agriculture
Monograph of the Department of Agriculture
Monograph of the Department of Agriculture

512300

PLEASE SHIP TO: U. S. Department of Agriculture
Library, Order Section
Washington 25, D. C.

JAN 1955

182-317

IF UNAVAILABLE
REPORT TO:
U.S. Dept. of
Agriculture Library
Order Section
Washington 25, D. C.

Claim for a monograph

ACQUISITIONS

Blanket Orders

Blanket Order		P-47800
German Publications		
CAT AOF REC	D Est xxx (oblig for yr) Ap 31311 LC CNo	
State Dept, Berlin		
		LF-317

Acquisitions creates Blanket Order for each dealer when letter of authority written for next fiscal year. This shows:

- (1) Order Number
- (2) Fiscal Year funds allotted to dealer for year (obligation)
- (3) Appropriation No.

Send to Budget and Finance for their files.

Blanket Order		P-47800
50 German publications		
CAT AOF REC	D Est \$100. Ap 31311 LC CNo	
Confirmation Order State Dept, Berlin		
State Dept, Berlin		
		LF-317

Order Section creates Blanket Order

"Confirmation Order" which shows detail for each shipment

Cost according to invoice that shipment.

Number of pubs. not received also noted.

ACQUISITIONS

Dealer Record Card

for Blanket Orders or
Farmington Plan

COPY					
West Germany - PPO, Berlin			1963 Blanket Order		
\$800.00			P-50002		
Shipment No.	Despatch or Voucher No.	Voucher Date	Date Rec'd.	Pubs No. of items	Cost
1	05647	9/13/62	10/2/62	1	4.66
2	05648	9/13/62	10/2/62	6	34.81

Blanket Order
Record Card.

Dealer Record Card for
dealers purchasing
under Blanket Order
agreements

Germany - Harrassowitz				
1962-1963 Farmington Plan				
Invoice no.	Date Voucher	Date Rec'd	Items or Pieces	Cost

Dealer Record Card for
Farmington Plan
purchases

ACQUISITIONS
Forms
LF-317 Order, Original

		(Enter order Number & date)
(Secretary initials and dates)	CAT AOF REC	D Est Ap LC CNo
(Enter Source)		
LF-317		

LF-317 - Original

Order Form amde up
in Acquisition Division

Citation from
Bibliography is
photocopied, using
LF-317

Photocopies of this
form serve various
purposes.
(Each copy is numbered).

Explanation of abbreviations:

CAT Public Catalog
AOF Alphabetical Order Files
REC Records Section

D Destination of Pub.
(Example - B=Beltsville
CSR/ASF =Pub. to Records Section

Est Cost
AP Appropriation Number
LC Library of Congress - a card order number
CND Call Number Copy "Copy"

When pub. is received
a photocopy of LF-317
is put into the pub.
Acq. Div. It stays
with the pub. until
the end of the line
in the Catalog process.
It is then destroyed.

<div>AGGARWALA A. C. Laboratory manual of practical veterinary pathology. 3.75 TAP Nov 30</div>		
<div>PF 9 8/21/62</div>	CAT AOF REC	D Est Ap LC CNo
LF-317		

LF-317 - Prospect
photocopy of pub.
cited in biblio-
graphy or other
source which has been
selected as a prospect
for Acquisitions

ACQUISITIONS
FORMS
LF-317 -- ORDER
COPY 1 -- Alphabetical

Order Copy (AOF)

NOTE: VARIATIONS NOTED BY ARROWS



Sample - Serial	
CAT AOF REC	D Est ASF/CSR \$10.00 Ap 21311 LC CNO
Alphabetical File Copy	
LF-317	

Serial

ASF/CSR

Sample - Branch Serial	
CAT AOF REC	D Branch Est \$9.00 Ap 31314 LC CNO
Alphabetical File Copy	
LF-317	

Serial, Branch

Branch

ACQUISITIONS
FORMS

LF - 317 Order
Copy 1 (AOF) con't

Sample - Serial Membership	
CAT AOF REC	D EST AD LE CNO
Alphabetical File Copy LF-317	

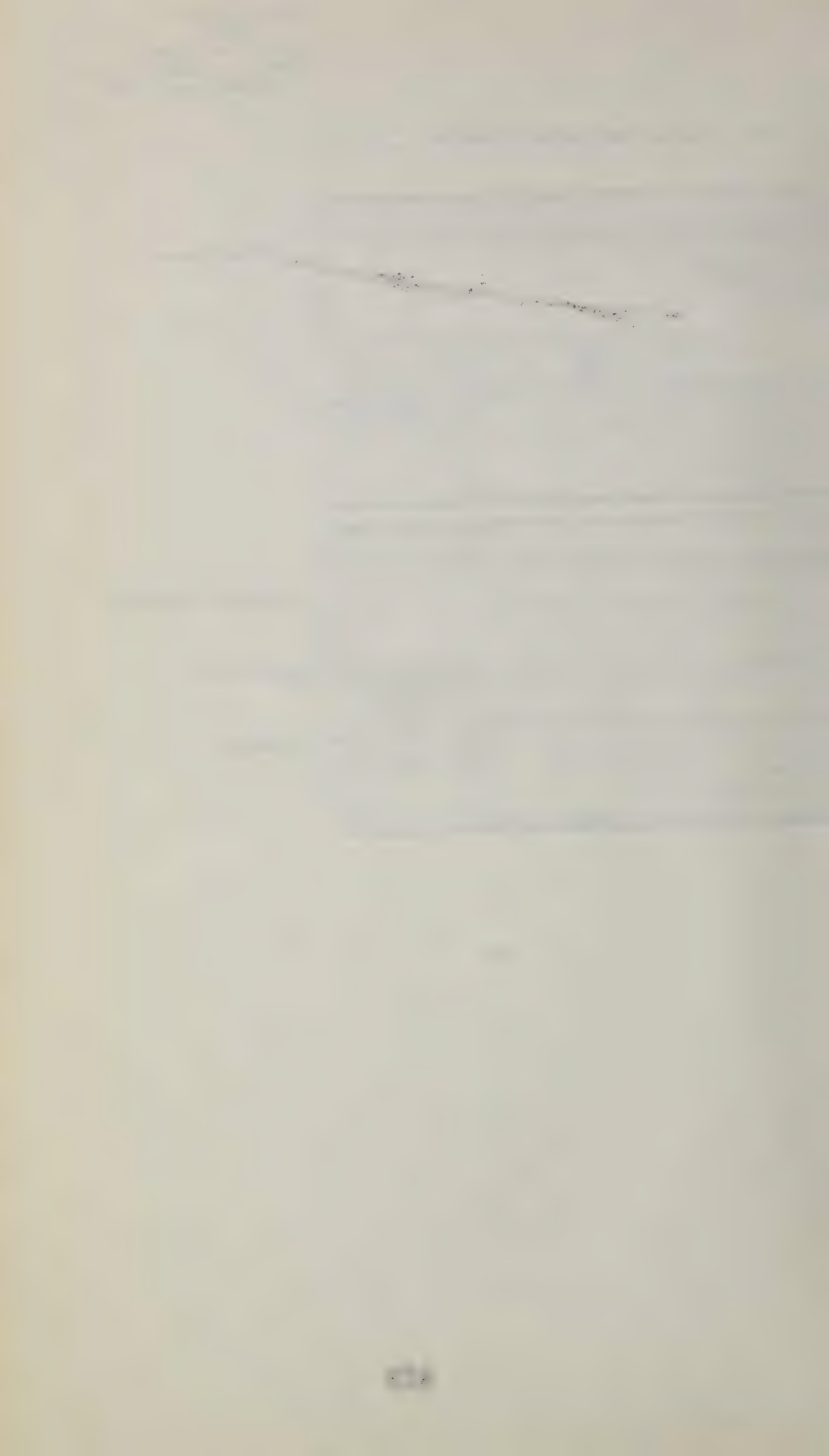
MEMBERSHIP

New Serial	
Sample - Serial	
CAT AOF REC	D EST AD LE CNO
Alphabetical File Copy LF-317	

NEW SERIAL

NOTE: VARIATIONS NOTED BY ARROWS ←

Sample		Separate	
CAT	AD	REC 512.00	1
AOF	AD 51344	LE 62-2345	
REC	CNO		
Alphabetical File			
Copy			
LF-317			
Sample - Branch Separate		Branch Separate	
CAT	D Branch	REC 512.00	1
AOF	AD 51344	LE	(Branch)
REC	CNO	COPY	(Copy)
Alphabetical File			
Copy			
LF-317			



ACQUISITIONS

FORMS

LF - 317

Copy 2 -- Dealer

SHIP TO: USDA National Agricultural Library
Current Serial Record
Washington 25, D. C.

Sample - Serial

SHIP TO CURRENT SERIAL
RECORD

SERIAL, same for a
NEW SERIAL, and for
SERIAL MEMBERSHIP

1. PLEASE INCLUDE OUR ORDER NO. ON ALL PACKAGES AND CORRESPONDENCE. 2. Do not
extend subscription beyond date specified. 3. Report at once if this is no longer being published.
4. Please bill us on your own invoice, in duplicate, and address VOUCHER and CORRESPONDENCE
to:

Dealer Copy

USDA National
Agricultural Library
Order Section
Washington 25, D. C.

112-31

SHIP TO: USDA National Agricultural Library
Proc. Culture Branch
Beltsville, Maryland

Sample - Branch Serial

SHIP TO BRANCH

BRANCH SERIAL

1. PLEASE INCLUDE OUR ORDER NO. ON ALL PACKAGES AND CORRESPONDENCE. 2. Do not
extend subscription beyond date specified. 3. Report at once if this is no longer being published.
4. Please bill us on your own invoice, in duplicate, and address VOUCHER and CORRESPONDENCE
to:

Dealer Copy

USDA National
Agricultural Library
Order Section
Washington 25, D. C.

112-31

SHIP TO: USDA National Agricultural Library
Order Section
Washington 25, D. C.

Sample - Separate

SHIP TO ORDER SECTION

SEPARATE, same for a
BRANCH SEPARATE

1. PLEASE INCLUDE OUR ORDER NO. ON ALL PACKAGES AND CORRESPONDENCE. 2. Report
at once if this is not available. 3. Send LATEST EDITION unless otherwise specified. 4. Report
REPRINTS or parts of SERIES not shown on the order. 5. Please bill us on your own invoice,
in duplicate, and address VOUCHER and CORRESPONDENCE to:

Dealer Copy

USDA National
Agricultural Library
Order Section
Washington 25, D. C.

ACQUISITIONS

FORMS

LF - 317

Copy 3 -- Fiscal Copy

02/01/77 - 02/01/77	
Fiscal Copy	
LF-317	

SERIAL, same for

NEW SERIAL and for
serial membership

(ASF/CSR) or ASF
or CSR

Sample - Branch serial	
Fiscal Copy	
LF-317	

3 ← (BRANCH)

ACQUISITIONS

FORMS
 LF - 317
 Copy 3 -- Fiscal Copy
 (cont.)

Sample - Separate		3
Fiscal Copy		
Est 513.00 Ap 21341 LC 62-2345 CNO		(LC number)

LF-317

Sample - Branch Separate		3
Fiscal Copy		
Branch Est 512.00 Ap 31341 LC CNO Copy		(Copy)

LF-317

ACQUISITIONS

FORMS

LF - 317

Copy Number 4 --

Receipt Copy

<p>EST \$110.00</p> <p>AD 211311</p> <p>LC 62-2345</p> <p>CNO</p>		
<p>Receipt Copy</p>		4

SEPARATE

<p>EST \$110.00</p> <p>AD 211311</p> <p>LC 62-2345</p> <p>CNO</p>		
<p>Receipt Copy</p>		4

BRANCH SEPARATE

Branch

Copy

		P 51793
<p>London University Society</p> <p>Annual report on the progress of chemistry</p> <p>Vol 55 1961-1962 Renewal \$6.00</p> <p>Confirmation Order</p>		
<p>EST \$6.00</p> <p>AD 51511</p> <p>LC 28</p> <p>CNO 181A</p>		4

Confirmation Order

typed on LF 317
orig. to show
order placed after
a piece
has been received.

ACQUISITIONS

FORMS

LF - 317

Copy 4 -- Receipt Copy

C S R Receipt Copy

SERIAL, same for

NEW SERIAL, and member-
ship

← ASF/CSR

C S R Receipt Copy	
Serial	
New Serial	
Member-ship	
4	

BRANCH Receipt Copy

← BRANCH SERIAL

4 ← Branch

BRANCH Receipt Copy	
Branch Serial	
Branch	
4	

ACQUISITIONS
FORMS

Copy number 5
Receipt Copy
or
LC Card Order Copy

LF - 317

A S F Receipt Copy

SERIAL, same for New

← SERIAL

← ASF/CSR

Copy for ordering
Library of Congress Cards

← SEPARATE

← L C Number

Sent to Prep. Section
to notify them to make
cards for Branches

← BRANCH SEPARATE

← Branch

← Copy

LF - 317

SERIAL, MEMBERSHIP

Sample - Serial, Name, Age			
44 103 836	103 103 103	103 103 103	103 103 103
Alphabetical copy for Membership file		103 103 103	

Membership File
(Alphabetical)

ACQUISITIONS

FORMS

LF - 317

Copy #7 - Renewal File in
Publication Selection
Section

SV AD REC	7 08 010 08 010 08 010
Renewal File Copy	

SERIAL, same for
NEW SERIAL and
and MEMBERSHIP
(ASF/CSR)

Sample - Branch Serial	
SV AD REC	7 08 010 08 010 08 010
Renewal File Copy	

← BRANCH SERIAL

← (Branch)

ACQUISITIONS
FORMS
LF-317 ORDER

No. 8 Copy

For Serials new to
Collection

Sample - New Serial

CAT
AOP
REC

D ASF/CSR
Est \$8.00
Ap 21311
LC
CNo

← C S R Copy

Order released: 0

Sent to Cat.:

Vol. /no.

date

date

HOLD LATER ISSUES

Sample - New Serial

CAT
AOP
REC

D ASF/CSR
Est \$8.00
Ap 21311
LC
CNo

← Also A S F
Copy made if
coded ASF/CSR

Order released: 0

Sent to Cat.:

Vol. /no.

date

date

HOLD LATER ISSUES

ACQUISITIONS

FORM LETTER-
Numbered Orders
Third Claim

LFL-353

UNITED STATES DEPARTMENT OF AGRICULTURE
LIBRARY
WASHINGTON 25, D. C.

Gentlemen:

This is our THIRD request for this publication. We have not received the following material covered by our Order Number _____, dated _____:

to be delivered to:

Please expedite delivery of the above publication. If not available, report to us promptly referring to our Order Number.

Thank you for your immediate attention to this matter.

Sincerely yours,

Order Section

Order Section
Division of Acquisitions

ACQUISITIONS

FORM LETTER - Gift
No reply to third
claim-
Unnumbered orders

LFL-351 UNITED STATES DEPARTMENT OF AGRICULTURE
LIBRARY
Washington 25, D. C.

Gentlemen:

The U. S. Department of Agriculture Library is interested in obtaining on a complimentary basis the following:

If this request cannot be filled, we shall appreciate receiving any information which you can supply concerning price, availability, and source from which these issues can be obtained.

Will you please address publications to:

U. S. Department of Agriculture
Library, Current Serial Record
Washington 25, D. C.

Thank you for your courtesy and cooperation.

Very truly yours,

Kirby B. Payne

Kirby B. Payne, Chief
Acquisition Section

ACQUISITIONS

FORM LETTER
Exchange
No reply to
third Claim

LFL-352

UNITED STATES DEPARTMENT OF AGRICULTURE
NATIONAL AGRICULTURAL LIBRARY
WASHINGTON 25, D.C.

Gentlemen:

The NATIONAL AGRICULTURAL LIBRARY would be pleased to receive from
you on an exchange basis the following:

If you cannot fill this request, we shall appreciate information about other
sources to whom we can apply. Please refer to our number _____
in your reply and on packages. All correspondence concerning this request
should be addressed to:

U. S. Department of Agriculture
National Agricultural Library
Exchange Section
Washington, 25. D. C.

U. S. Department of Agriculture publications available for exchange may be
selected from the following lists, which are available upon request ☐
Attached ☐ Sent under separate cover ☐

DEPARTMENT OF AGRICULTURE PERIODICALS AND SERIALS AVAILABLE
ON EXCHANGE
LIST OF AVAILABLE PUBLICATIONS (U. S. Department of Agriculture
List no. 11)
MONTHLY LIST OF PUBLICATIONS AND MOTION PICTURES

Sincerely yours,

Exchange Section
Exchange Section, *mob*
Division of Acquisitions

PUBLIC SERVICES

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502

503

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1022

1022

DIVISION OF REFERENCE

Reference Section

The primary function of the Division of Reference is to provide patrons with information about publications, particularly publications in the National Agricultural Library's collection. The Division also assists patrons by recommending publications and furnishing information on specific topics which can be readily obtained from a reference tool or a publication in the Library's collection. Visitors to the Library are assisted by reference tools.

Most patrons are Department employees seeking information about publications which they need in their work, but inquiries about publications and general information requests are also received from other persons and non-Department organizations. These inquiries and requests are received in person, by mail, and by telephone.

There is no definite procedure that can be followed in answering a reference question or in assisting a patron to select a publication which he needs. However, one important function of the Division is to identify publications requested by patrons when the requests do not have call numbers which can be readily obtained. Actually there is no definite procedure followed in attempting to identify a publication, but most requests without call numbers are forwarded to the "telephone desk", a position in the Division of Reference where call numbers are obtained and put on the requests. When a call number cannot be obtained for a publication which apparently should be in the NAL's collection, an attempt is made to identify the publication, that is, to verify the title, author's name, or other information. Although there is no definite pattern that is followed in identifying a publication, the processing of publications requests follows a rather definite procedure as explained below and set forth on the attached flow chart. These requests are handled in the Reference Section of the Division. No flow charts have been prepared for the Special Bibliographies and the Nursery and Seed Trade Catalogs Sections.

Most telephone requests received by the Library are received at the telephone desk where AD-245's are prepared with the appropriate call numbers. Requests received by the Division of Lending by mail and from visitors are also referred to the telephone desk for call numbers when not supplied by the patron. Most call numbers are obtained from either the card catalog or Miscellaneous Publication 765, which contains call numbers for many serial publications in the NAL's collection.

CHARLES THE FIRST

BY

JOHN BURNET

OF

THE UNIVERSITY OF OXFORD

IN TWO VOLUMES

LONDON

Printed by J. St. John, at the Black-Swan, in St. Dunstons Church-yard, 1704.

When the call number is obtained the request is sent to the Division of Lending, which is responsible for getting the publication from the collection for the patron and charging it to him. Numerous publication requests from Department personnel and others are processed each day.

It should be noted that although most telephone requests are received at the telephone desk, all reference librarians receive telephone requests. However, the basic procedure is followed and, therefore, the flow chart shows telephone requests as originating at the telephone desk.

Telephone Desk

As indicated above, an AD-245 is prepared at the telephone desk when a telephone request is received. Requests referred from Lending for call numbers are usually on AD-245's. When the call number is obtained it is put on the AD-245 and sent to Lending. Non-Department personnel cannot take publications from the reading room without special borrowing privileges. Publications are borrowed by many libraries however. When a non-Department request is received at the telephone desk on a form other than an AD-245, an AD-245 is usually not prepared until the call number is obtained.

If a call number is not readily obtained from the card catalog, Miscellaneous Publication 765, or some other handy reference source, a brief attempt is made to identify the publication by consulting basic reference tools such as the Cumulative Book Index, Publishers' Trade List Annual, Books in Print, Reference Catalog of Current Literature, etc. With respect to serial requests, the Union List of Serials or New Serial Titles which contain a listing of various libraries with the names of periodicals in their collections. Such a listing may not provide verification of a publication but may also disclose that it is in the NAL's collection.

When the telephone desk has identified a publication but cannot locate a call number and is satisfied that the publication is not in the collection, a Department request is referred to the reference librarian responsible for borrowing publications from other libraries. Non-Department requests are sent to Lending which informs the patrons that the requested publications are not in the NAL collection.

If the telephone desk does not identify a requested publication, it is referred to a reference librarian for a more thorough attempt to identify the publication.

The present policy of the Division of Reference is to assign a recently hired reference librarian to the telephone desk. This employee handles a variety of reference questions received from visitors and by telephone, and assists visitors to the Library in the use of the card catalog and various reference tools.

Detailed Search

When a request is referred to a reference librarian by the telephone desk, an attempt is made to identify the requested publication by consulting various reference tools. The Bibliography of Agriculture, the Agricultural Index, Chemical Abstracts, Forrestry Abstracts, List of Scientific Periodicals and the Readers' Guide to Periodical Literature are a few of the numerous reference tools frequently consulted to identify a requested publication.

When a request from a local employee is referred for identification, he is usually contacted by telephone in order to obtain more information and his source of reference. If it is not identified and the request is from a local employee, he may be contacted again to obtain more information. If further information cannot be supplied by the patron, the request is discarded or returned to the patron if he wants it. In some instances local non-Department patrons are also contacted for more information. Otherwise, a notation is put on the request, as is also done with non-local Department requests, asking for more information and the request is sent to Lending which forwards it to the patron.

When a publication is identified the reference librarian gets the call number and puts it on the AD-245 and sends it to Lending. If a call number is not obtained for a Department request, it is referred for borrowing, whereas non-Department requests are sent to Lending to notify the patron that the publication is not in the collection. However, if the reference librarian is of the opinion that the requested publication should be in the Library's collection, the Division of Acquisitions is contacted to find out whether or not the publication is on order. If it is on order, and the request is not a Department request, a notation that it is on order is put on the request before sending it to Lending. If it is a local Department request, the patron is called to find out whether or not he wants it reserved or borrowed. If he wants it reserved, it is sent to the Division of Acquisitions. If he wants it borrowed, it is referred to the reference librarian responsible for borrowing. If he doesn't want it reserved or borrowed, it is discarded or returned to the patron.



If the Department request is not a local request, it is automatically reserved and sent to the Division of Acquisitions. The out-of-town Department patron is notified of the delay by mail and advised that it will be borrowed upon request.

If the publication is not on order, the reference librarian may recommend that it be obtained for the collection. If no such recommendation is made, a delay notice is sent to out-of-town Department patrons and action will be taken to borrow the publication. If the request is from a local Department patron, he will be called to find out whether or not he wants the publication borrowed. If he does not, the AD-245 is discarded or returned to him if he wants it. If he wants it borrowed, action is then taken to borrow it. Non-Department requests are sent to Lending to advise the patron by mail, or otherwise, that the publication is not in the collection.

When a reference librarian recommends that the publication be obtained for the NAL's collection, an order form (U.S.D.A. Lib. 61) is prepared which must be approved by the Chief of the Division of Reference. If he approves the recommendation, a delay notice is sent to an out-of-town Department patron advising that there will be a delay, and that the publication is being ordered and will be reserved for him, but that if he so desires it will be borrowed if requested. The AD-245 and the order form are then forwarded to Acquisitions. If the request is from a local Department patron, he is contacted by telephone and advised that the publication is on order and will be sent to him when received, if he still wants it. If he wants it reserved, the AD-245 and the order are sent to Acquisitions. If he doesn't want it reserved, the AD-245 is discarded or returned to him, if he wants it, and the order form is sent to Acquisitions. If he wants the publication borrowed, action is taken to borrow the publication, but the order is sent to Acquisitions. Non-Department requests are sent to Lending as soon as the recommendation to borrow the publication is made so that the patron can be advised that the publication is not available.

If the Chief does not approve the recommendation to obtain the publication, the order form is discarded and the same action is taken as when a publication is not on order, and no recommendation is made to obtain the publication for the NAL's collection.

Borrowing From Other Libraries for Department Patrons

Before summarizing the borrowing procedure, it should be observed that one particular reference librarian is responsible for initiating action to borrow publications. Thus,

when another reference librarian has a request for a publication which must be borrowed, that librarian forwards the request to the librarian responsible for borrowing the publication. Of course, if the latter librarian is working on a publication request, trying to identify it, etc., and determines that it must be borrowed, then she simply follows through with the borrowing procedure.

It should also be noted that when a publication request is referred from the telephone desk to the reference librarian responsible for borrowing publications, that librarian may check with Acquisitions to find out whether or not the publication is on order and if it is not, she may recommend purchase of the publication before attempting to borrow the publication. The procedure followed in those instances is as described above. Publications are only borrowed if they are to be used for official business.

The borrowing procedure is flexible but a rather definite procedure as set forth on the attached flow chart is normally undertaken with respect to most publications that must be borrowed for Department patrons. However, the Division of Lending performs some borrowing functions which are not detailed on the flow chart and, therefore, the attached flow chart for the Division of Reference merely reflects the decisions to be made by that Division when an attempt is made to borrow a publication. The flow chart for the Division of Lending sets forth the joint operations of Reference and Lending and for this reason that flow chart presents a better over-all analysis of the borrowing procedure. (See pages 23-28 of the flow chart for Lending.)

With the exception of foreign medical publications and other instances in which no generalization can be made, an attempt is usually first made to borrow a publication from the Library of Congress. Foreign medical publications are borrowed from the National Library of Medicine with photocopies of serials being furnished in lieu of the actual publications. The action taken is attempting to borrow publications from the National Library of Medicine as described on the flow chart. If a publication cannot be borrowed from that library, usually no further attempt is made to borrow the publication.

In order to borrow a publication from the Library of Congress, a personal visit is made by another reference librarian in order to search through the various card catalogs to obtain the Library of Congress call numbers and submit the requests personally for the desired publications. On some occasions the Library of Congress card catalogs are consulted to identify a publication not previously identified. Various detailed operations are carried out by the reference librarian assigned to borrowing publications from the Library of Congress, but since these operations are extremely varied and are not con-



ducted in the National Agricultural Library, these procedures are not shown on the flow chart. That reference librarian spends about one-half of his time on his visits to the Library of Congress most of which time is spent searching through the various card catalogs located throughout that Library. When he returns from the Library of Congress, he gives the AD-245's to the reference librarian responsible for processing the borrowing of publications. They are separated into two groups: one which contains those requests for publications which have been borrowed from the Library of Congress; and the other group which contains requests for publications which he has been unable to borrow from the Library of Congress. The requests for publications which have been borrowed from the Library of Congress are handled as reflected on the flow chart.

When publications requested from the Beltsville Branch Library or agency field libraries have not been borrowed from the Library of Congress, no attempt is made to borrow these publications from other libraries although another attempt may be made to borrow from the Library of Congress publications requested by agency field libraries. Such requests from Beltsville are returned as are those from agency field libraries by Reference, but on the backs of the latter requests there are listed names of other libraries from which the publication might be borrowed by the agency field libraries. (Usually the telephone desk has already listed such sources with respect to serial requests before referring them for borrowing.)

When Lending receives the other Department requests from Reference for publications that have not been borrowed from the Library of Congress, it attempts to borrow the publications from the sources listed on the back of the requests. When Lending borrows a publication, it sends the publication to the patron and prepares a charge for the publication which is filed in an interlibrary loan charge file. When Lending has unsuccessfully attempted to borrow a publication from the local sources listed on the back of an AD-245; it may return the request to Reference before trying to borrow it from out-of-town sources. Reference may want to try again to borrow the publication from the Library of Congress after some or all local sources have been exhausted. This is usually indicated by a notation listed on the back of the request by Reference. If the request is from a local employee, Reference will contact him before trying to borrow it again from the Library of Congress or putting additional sources on the back of the request. If the patron no longer wants the publication, the request is discarded or returned to the patron, if he wants it.

When Lending has exhausted all sources listed on the request and there is no notation to refer it to Reference, Lending may try to borrow from other sources not listed on



requests. Otherwise, if the request is from a local employee, Lending will contact the patron advising that the publication cannot be borrowed and then discard or return the AD-245 to the patron. However, if one or more out-of-town libraries has advised that it will furnish only a photocopy if a requested serial, the patron will be so advised so that the patron's agency can purchase the copy if it so desires.

It is more difficult to borrow publications from local libraries for out-of-town patrons, but serial publications are usually photocopied by Lending which sends the photocopy to the borrower and returns the publication to the library from which borrowed. However, this procedure is not usual because photocopies in lieu of serial publications are generally sent to out-of-town employees even when the publication is in the NAL's collection.

Division of Reference Statistics

September 1962

Reference Room, Telephone Reference and Special Bibliography Unit

	<u>August</u>		<u>September</u>	
	<u>Questions</u>	<u>Working Days</u>	<u>Questions</u>	<u>Working Days</u>
1961	5,364	23	5,016	21
1962	5,721	23	5,445	19

Bee Culture Branch

1961	59	73
1962	29	44

Beltsville Branch

1961	1,456	1,497
1962	1,638	1,531

Law Branch

1961	1,365	1,274
1962	1,418	1,382

Grand Total

1961	8,237	6,908
1962	8,836	8,402

Reference Room, Telephone Reference and Special Bibliography Unit

Total number of working
hours - 1,632

Man hours worked -
1,343 or 82%

Total number of working
hours leave - 289

Questions RecordedReference Room and Special Bibliography Unit

Assistant	Sept. 7	Sept. 14	Sept. 21	Sept. 28	Total
C	88	74	132	179	473
F	179	176	92	185	632
M	44	58	125	93	320
R	65	85	79	68	297
S	22	38	57	59	176
L	3	10	14	4	31
S				78	78
Total	401	441	499	666	2,007

Questions Recorded - Telephone Reference

Assistant	Sept. 7	Sept. 14	Sept. 21	Sept. 28	Total
C			296	426	722
G	469				469
R		77			77
S	337	594	595	424	1,950
V		51	111	58	220
Total	806	722	1,002	903	3,438

Reference Room and Special Bibliography Unit StatisticsQuestions Divided by Type

Assistant	Type I	Type II	Type III	Total
C	248	217	8	473

Assistant	Type I	Type II	Type III	Total
F	354	262	16	632
M	210	98	12	320
R	151	125	21	297
S	118	58	0	176
L	4	19	8	31
S	50	28	0	78
Total	1,135	807	65	2,007

Questions Divided by Source

Assistant	Dept. of Agr.	Fed. Gov.	Other	Total
C	360	39	74	473
F	508	99	25	632
M	273	8	39	320
R	173	30	94	297
S	126	9	41	176
L	10	1	20	31
S	47		31	78
Total	1,497	186	324	2,007

Recheck of Library of Congress

Assistant	Sept. 7	Sept. 14	Sept. 21	Sept. 28	Total
M	166	157	179	149	651

Miscellaneous Data

	1961 - 1962		1961 - 1962	
Letters Handled	102	104	85	73
Letters Written	72	72	55	67
Letters (from) Written	0	13	7	8
Interlibrary Loan Requests	170	1,118	610	871

Bibliographies in Progress

Contract Farming and Vertical Integration.

School Lunches,

Freeze Drying,

Library Lists 1, 18, and 25 are being revised

Slip Bibliographies Completed

Control of Insect Infestation in Freight Cars (72 items)

Beltsville Branch, Comp.

Fumigation of Peanuts in Storage (58 items)

Beltsville Branch, Comp.

Bibliographies Distributed

Bibliographic Bulletins	3
Library Lists	19
Miscellaneous Publications	5
Total	<hr/> 27

Telephone Reference
Questions Divided by Type

Assistant	Type I	Type II	Total
C	600	122	722
G	373	96	469
R	65	12	77
S	1,554	396	1,950
V	215	5	220
Total	2,807	613	3,438

Questions Divided by Source

Assistants	Dept. of Agr.	Fed. Gov.	Other	Total
C	649	57	16	722
G	360	70	39	469
R	32	29	16	77
S	1,751	129	70	1,950
V	218	2	0	220
Total	3,010	287	141	3,438

Telephone Calls-Incoming

Assistant	Sept. 7	Sept. 14	Sept. 21	Sept. 28	Total
C				177	177
G	217				217
R		15			15
S	254	552	589	390	1,785

1. The first part of the paper is devoted to a discussion of the various methods which have been proposed for the determination of the rate of reaction between a given substance and a solution of a certain salt.

Time	Concentration	Rate	Remarks
0	1.0	0.0	
10	0.9	0.1	
20	0.8	0.2	

The second part of the paper is devoted to a discussion of the
 various methods which have been proposed for the determination
 of the rate of reaction between a given substance and a
 solution of a certain salt.

Time	Concentration	Rate	Remarks
0	1.0	0.0	
10	0.9	0.1	
20	0.8	0.2	

The third part of the paper is devoted to a discussion of the
 various methods which have been proposed for the determination
 of the rate of reaction between a given substance and a
 solution of a certain salt.

Time	Concentration	Rate	Remarks
0	1.0	0.0	
10	0.9	0.1	
20	0.8	0.2	

Assistant	Sept. 7	Sept. 14	Sept. 21	Sept. 28	Total
V		49	74	86	209
Total	471	616	663	653	2,403

Telephone Calls Referred

Assistant	Sept. 7	Sept. 14	Sept. 21	Sept. 28	Total
C				74	74
G	102				102
R		9			9
S	83	154	167	104	508
V		15	26	33	74
Total	185	178	193	211	767

Bee Culture Library

Questions Divided by Type

Assistant	Type I	Type II	Type III	Total
M	33	7	4	44

Questions Divided by Type

Assistant	Dept. of Agr.	Fed. Gov.	Other	Total
M	42	0	2	44

Beltsville BranchQuestions Divided by Type

Assistant	Type I	Type II	Type III	Total
A	201	106	7	314
B	513	207	5	725
H	216	24		240
J	224	28		252
Total	1,154	365	12	1,531

Questions Divided by Source

Assistant	Dept. of Agr.	Fed. Gov.	Other	Total
A	300	9	5	314
B	721	2	2	725
H	240			240
J	238	14		252
Total	1,499	25	7	1,531

Law Branch

Assistant	Type I	Type II	Type III	Total
J	191	9	0	200
R	585	143	52	780
S	195	65	54	314
W	88	0	0	88
Total	1,059	217	106	1,382

Question Divided by Source

Assistant	Dept. of Agr.	Fed. Gov.	Other	Total
J.	199	0	1	200
R.	749	25	6	780
S.	311	1	2	314
W.	88	0	0	88
Total	1,347	26	9	1,382

PUBLIC SERVICES

MASTER

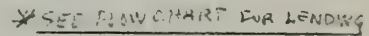
LOGIC FLOW CHART

Division of Reference

518



519

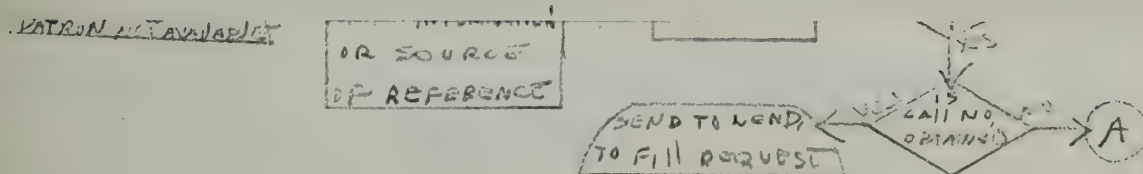


PUBLIC SERVICES

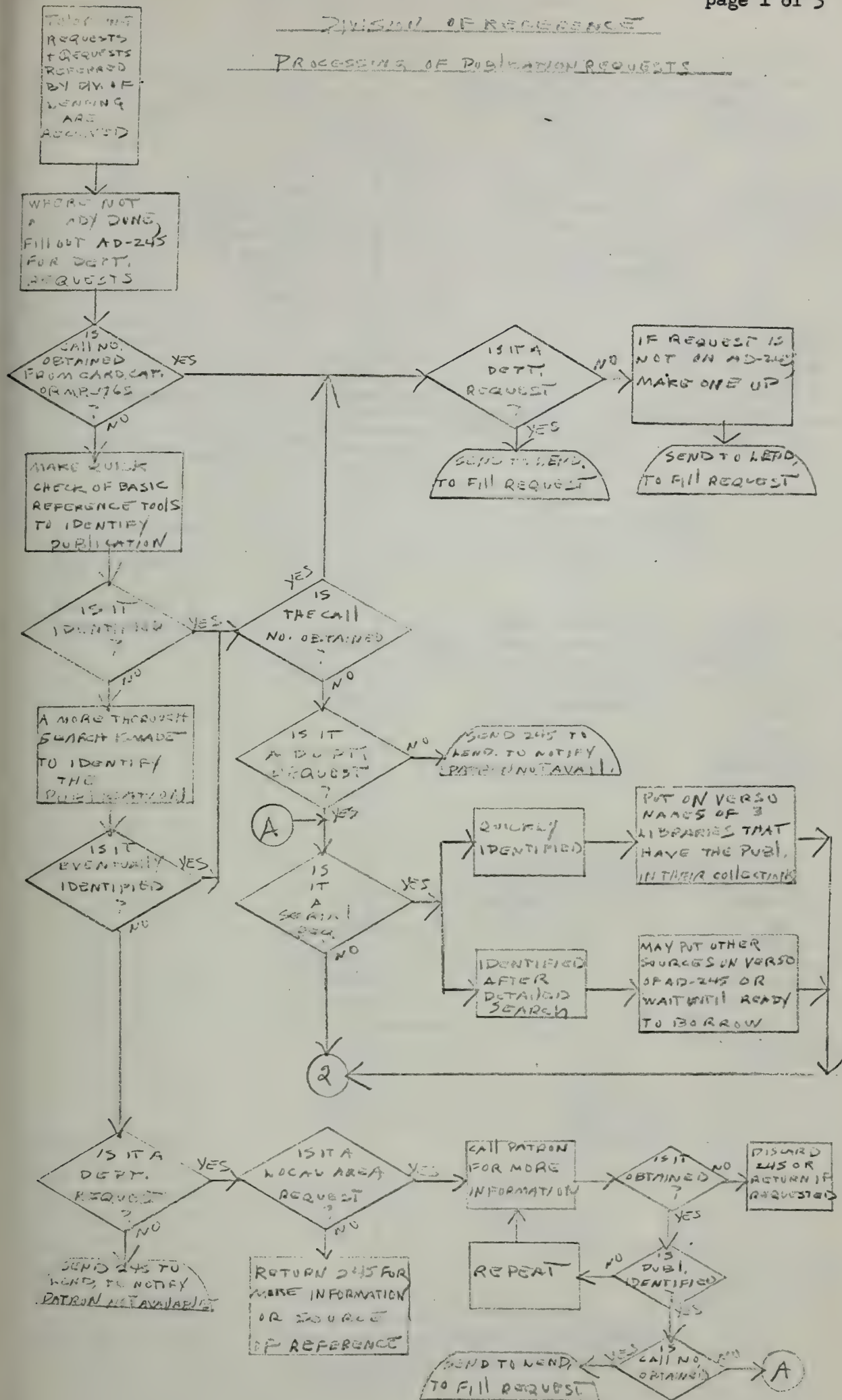
FLOW PROCESS CHARTS

Division of Reference

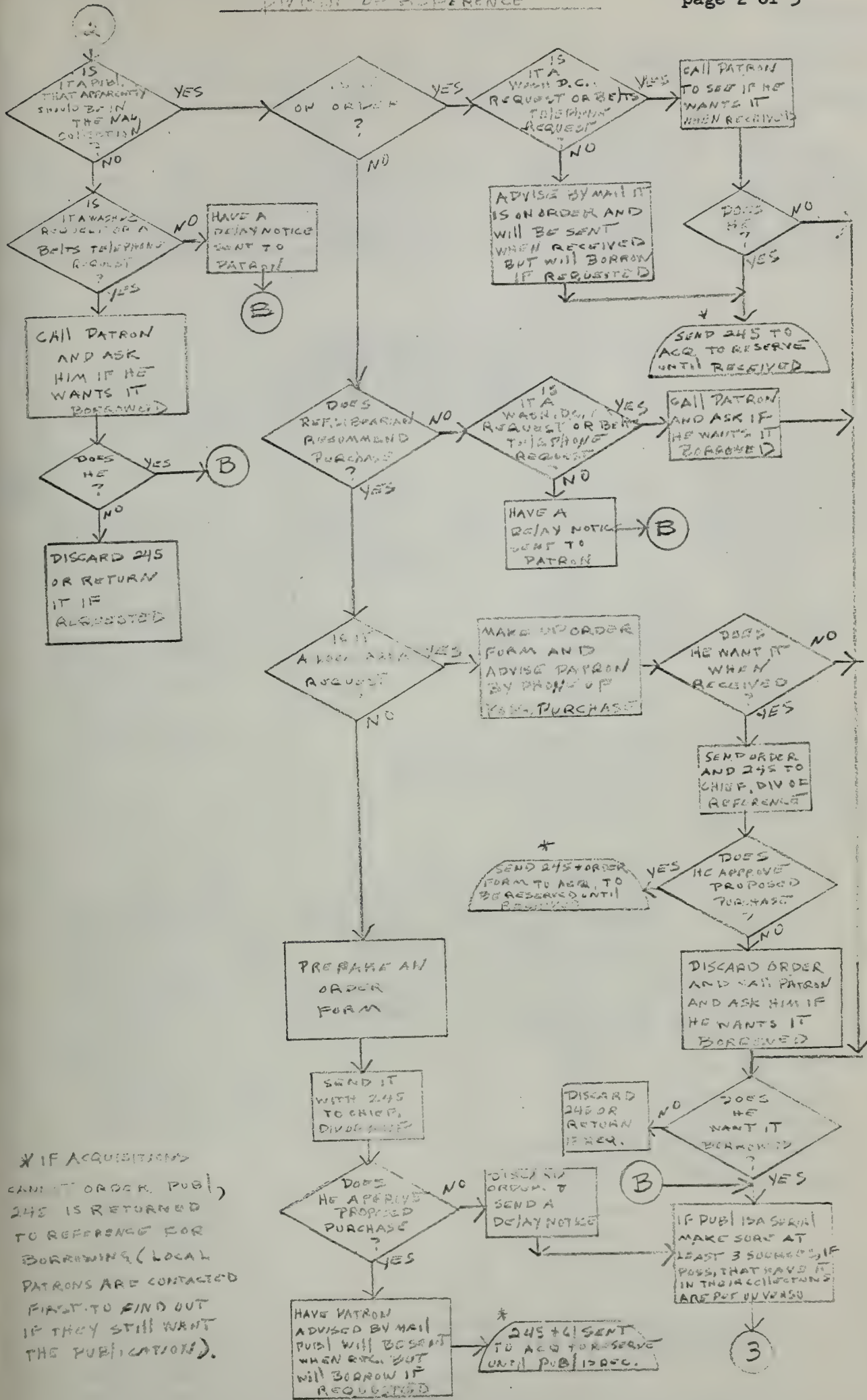
520

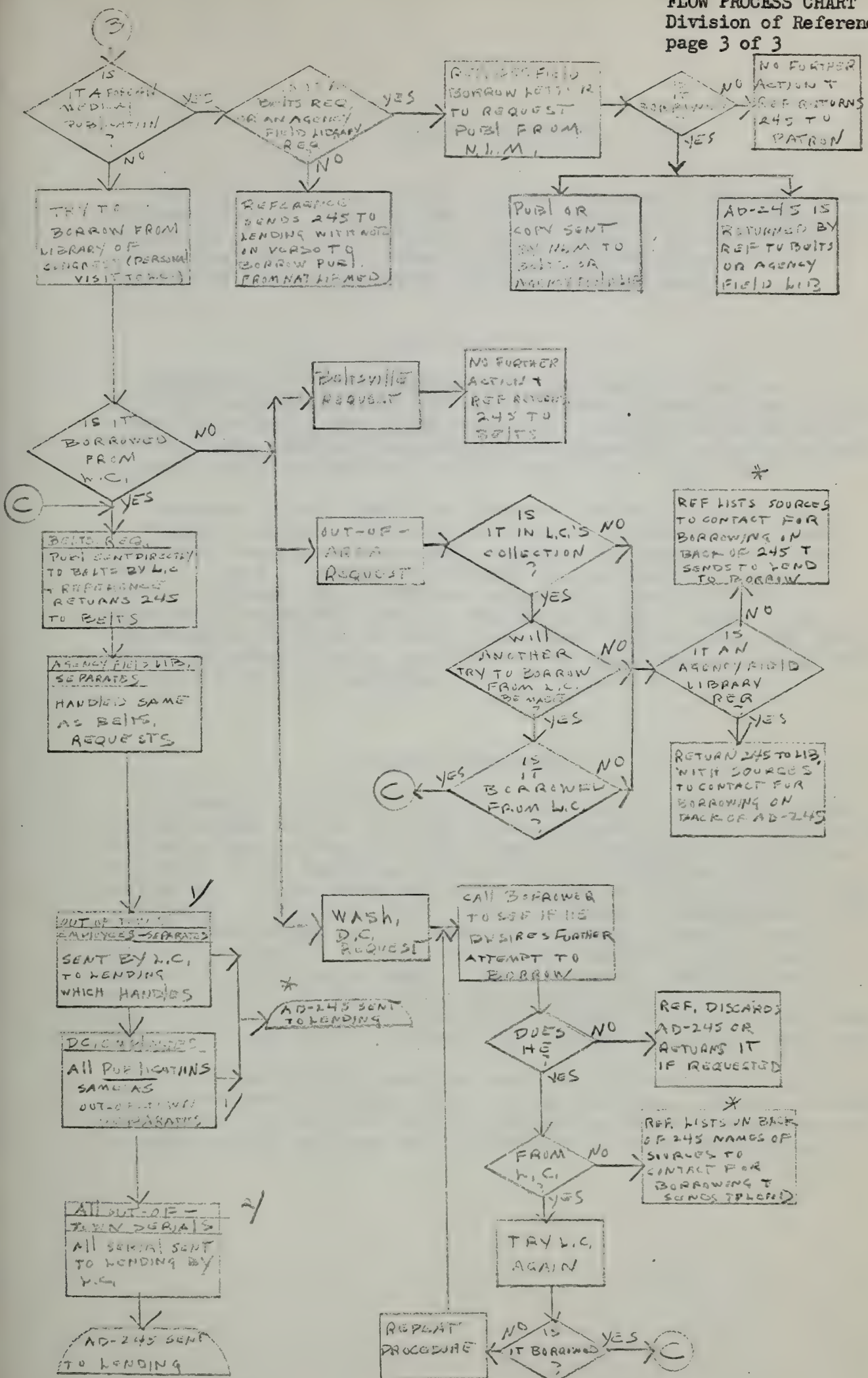


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DIVISION OF REFERENCE





* SEE FLOW CHART FOR LENDING (PAGES 23-26)

1/ LENDING USES 245 TO CHARGE PUBL & SENDS PUBL TO PATRON

2/ LENDING HAS PUBL PHOTOCOPIED & SENDS COPY TO PATRON

DIVISION OF LENDING

The attached flow charts reflect in detail the procedures followed by the Loan Section of the Division of Lending in obtaining a publication for a patron and by the Photoduplication Section of the same Division in providing at cost photoprint copies and microfilm of publications.

Loan Section

Requests for publications are received by the Loan Section from Department employees, other libraries and various other individuals and organizations. Unless non-Department patrons have special borrowing privileges they are restricted to using publications of the Library in the reading room.

Because of some basic differences between the handling of special requests and that of regular requests the flow chart for regular and special requests is divided into two parts. Pages 1 through 4 pertain to special requests and pages 5 through 28 to regular requests. There is also attached a separate flow for requests received from other libraries as well as another flow chart which shows the procedure followed in the handling of new publications received in the Division of Lending.

Special Requests

A special request is usually one that is received either from a patron who is waiting in the Library for the publication, or from a patron who has submitted his request by telephone and wants to be telephoned as soon as the publication is available. Since these requests should be filled within 5 or 10 minutes, a control chart, known as the "window sheet," is used to keep track of all special requests. When a special request is sent to a deck for the publication, the time is entered on the window sheet. As soon as the publication is made available or the patron is notified that it is not available, an appropriate notation is made on the window sheet indicating that as a "special" the request has been completed.

If further action must be taken to process the request, it is thereafter treated as a regular request. If the requested publication is charged out, it may be reserved if the request is submitted by a Department patron, and it is handled as a

regular request. Non-Department patrons are advised to submit the request at a later date if the publication is charged out. If a search must be undertaken to locate the publication, a Department employee is advised that there will be a delay. As a general rule, no search is undertaken for non-Department personnel. Publications are not reserved or borrowed for persons not associated with the Department. The flow chart on pages 1 through 4 reflect the procedure for handling non-Department requests, as well certain Department requests, because non-Department requests are usually treated as special requests.

If a special request is for a publication shelved in the Annex, the patron is advised of a delay and if he still wants the publication the request is thereafter handled as a regular request. Although a search is usually not undertaken for non-Department patrons, the Annex is checked for such patrons and if a subsequent Annex search is required, it also is undertaken frequently for non-Department patrons.

Regular Requests

Pages 5 through 28 of the flow chart deals with the handling of regular requests. It should be noted that for the most part the flow chart for special requests is similar to page 5 of the chart dealing with the initial handling of regular requests, except that the chart for specials reflects the procedures used with respect to the window sheet.

If a patron is neither waiting in the Library nor expecting to be telephoned as soon as the publication is available, his request is treated as a regular request together with numerous other such requests and it is not filled immediately as is a special request. The flow chart for regulars does not show how such requests for non-Department patrons are processed because they are generally handled as specials. However, when a non-Department request is treated as a regular, it is handled like a Department request except that instead of borrowing or reserving publications for non-Department patrons, they are advised that the publication is not available. Also, usually no searching is done in connection with those requests. Actually the procedure or steps followed is about the same as taken for specials, except that the request is not handled separately with a view toward getting the publication immediately and no notation for the request is made on the window sheet.

When a publication requested and handled as a regular is not located in one of the decks, the charges are checked and if the publication is charged out it is reserved, but a

local Department patron is contacted first to find out whether or not he wants the publication reserved. Otherwise, it is automatically reserved and a delay notice is sent to the employee.

If the publication is one which apparently is shelved in the Annex, the Annex will be checked. If the publication is not in the Annex, the request is sent to Catalog and Records to find out whether or not the publication is in the collection. If it is not in the collection, an attempt is made to borrow it from another library if it is for official use. Local employees are usually contacted first to find out whether or not they want it borrowed. If Catalog and Records indicates that the publication is in the collection, an Annex search is conducted to locate the publication. If it is not located, the charges are checked again. If it is not charged out, an attempt is made to borrow the publication. The Annex is not often checked because for the most part only old publications not usually requested are shelved there.

If the publication is not one shelved in the Annex, then when the charges are first checked and no charge for the publication is found, the request is put in the search box so that a search can be made to locate it unless the requested publication is a current or a preceding year serial in which event the request is sent to the periodical routing unit of the Loan Section to find out whether it is a circulating periodical or not.

Periodical Routing

Before describing what happens after a search has been made, a brief description is given here as to what occurs in the periodical routing unit with respect to current or preceding years serials sent to that unit as indicated above. (An explanation of the basic functions of periodical routing is set forth later.) If the periodical is one that circulates and it is in circulation, the notation "spec" is put on the routing card for the desired periodical. The request is marked "reserve circ," and it is filed in the reserve file. When an issue in circulation is returned to periodical routing, the "spec" entry is observed disclosing that a pending request for it is in the reserve file.

If the publication circulates but the routing card shows that it has not been received, the request is sent to Catalog and Records to find out whether it has been received in the Library. If it has been received and it is a present year domestic, or present or preceding year foreign issue, the request is forwarded to Index and Documentation to determine

whether that Division has the issue. If it does not, the request is returned to Lending and put in the search box and a search is undertaken to locate the publication.

If Catalog and Records indicates that the issue has not been received by the Library, the request is reserved by Lending if delivery of the publication is anticipated or is to be claimed. If neither delivery is expected nor a claim to be made, the request is not reserved and an attempt will be made to borrow the issue.

If the periodical routing card discloses that the issue has been circulated to all parties and is no longer in circulation, the request is put in the search box. This also occurs if the periodical is one that does not circulate.

Procedure Taken After Unsuccessful Search

If, after a search for the publication in various places it has not been found, the request is sent to Catalog and Records for a holdings check unless this action has already been taken as indicated above in the case of some current periodicals. Requests marked "finished circ" are not sent for a holdings check because the publication requested are obviously in the Library's collection. Requests not sent to Catalog and Records for a holdings checks are put in the search box for a second search. If Catalog and Records indicates that a request is put in the search box for a second search when it is returned to Lending. However, if the request is for a present year domestic, or a present or preceding year foreign publication, it is first sent to Index and Documentation to find out whether that Division has the publication. Catalog and Records indicates that the requested publication is not in the collection, it is reserved if delivery is expected or the publication is to be claimed. If delivery is not expected and no claim is to be made, an attempt will be made to borrow the publication.

The second search is similar to the first one. If the publication is not located after the second search, the charges are checked again unless it is for a publication that is not frequently requested. If the publication is charged out, the publication is reserved. If it is not charged out, an attempt is made to borrow it.



Borrowing

The flow chart shows in detail the charge, reserve, and borrowing procedures but no descriptive narrative is deemed necessary with respect to these procedures. However, it will be observed that pages 23 through 28, pertaining to the borrowing procedure, include some functions of the Division of Reference. (See flow chart for that Division.) This was done because the procedures followed to borrow a publication from another library are carried out jointly by the Divisions of Lending and Reference.

Briefly, when Lending determines that a publication should be borrowed for an employee-patron, it makes an appropriate notation on the back of the request and send it to Reference, which usually tries to borrow the publication from the Library of Congress. If it cannot be borrowed from that library, other sources from which the publication might be borrowed are listed on the back of the request which is returned by Reference to Lending, which is responsible for trying to borrow the publication from those sources. If Lending successfully borrows the publication, Reference usually has no further functions to perform with respect to the request. Lending is responsible for sending the publication or a copy of it to the patron and contacting him later if he fails to return it.

If efforts to borrow the publication from the sources listed on the AD-245 are unsuccessful, the request is sometimes returned to Reference for additional sources or for another attempt to borrow it from the Library of Congress.

Requests for Publications From Other Libraries

The handling of requests received from other libraries is covered by a separate flow chart which is attached. They are processed much like special requests received from employees and others. A search is usually conducted when necessary, but requested publications are neither reserved nor borrowed.

Receipt of New Publications

The procedure followed regarding the receipt of new publications is also set forth on a separate flow chart which is attached. The flow chart shows that such publications are usually shelved except in a few instances, such as when a book has been selected by Reference for the new book shelf in

the reading room or when periodicals marked "circ" or "circ copy only" must be handled for routing in the periodical routing unit. The flow chart does not show what occurs when an AD-245 is attached to a new publication. Generally it is sent to the charge desk to be charged and sent to the patron. However, if the publication is a periodical that circulates, periodical routing must list the issue on the routing card before it is sent to the charge desk.

The Function of Periodical Routing

Each agency in the Department has a liaison officer for its contact with the Library regarding periodicals to be routed to its employees. Each November an agency may submit a complete list of the periodicals it wants routed to certain employees. This list can be changed during the year at the request of the agency.

The Food and Drug Administration and other agencies located in the main Department of Agriculture buildings in Washington do not have liaison officers, and the employees of the agencies contact the Library for publications which they want routed to them.

When a request to have a periodical routed is made, it is denied if the answer to one or more of the following questions is affirmative:

- 1) Is it a popular magazine?
- 2) Are more than 5 persons in an agency to be designated to have a particular periodical routed to them?
- 3) Can it be obtained for \$2.30 per annum or less?
- 4) Is it a Russian publication in English translation?
- 5) Is it a daily periodical?
- 6) Is it an abstract journal?

The permanent list of periodicals being routed is kept through the maintenance of two filing systems. One is called the "personnel file," which contains cards for each individual who has one or more periodicals routed to him. The card marked "(1)" is a sample personnel card. When a person or an agency discontinues the routing of a periodical, the card for that person is removed from the file.

The other file is called the "routing file" and it contains two cards for each periodical that circulates. They are kept together in the file and filed numerically by call number. One card is the "master routing card" and the other is the "routing card." The attached card marked "2" is a sample master routing card, and the one marked "3" is a sample

routing card. The master routing card lists the names of persons receiving the periodical, arranged by agencies and divisions. Two persons in a division in ARS, for example, are set forth under a particular number. If only one division in an agency has persons receiving a periodical, only the name of the agency need be listed with the names of the persons listed thereunder. The periodical is first routed to the person or persons under number "1" and they return it when they have no future need of it. Periodical routing then sends it to the persons under "2".

The routing card shows the call number assigned to the periodical. Spaces are provided on the left-hand side of the card, from top to bottom, for listing consecutively each issue of the periodical. To the right of each issue listed there are numbered spaces with the numbers referring to the numbers on the master routing card. Thus, the routing card is designed to show whether a particular person or persons as listed on the master routing card have received the publication and, if so, if they still have it or have returned it.

A periodical in circulation is not overdue until each person in a division has had three days to use it. A sample routing card marked "4" is attached.

Photoduplication Section

Purchase Copy

Photocopy purchase orders are received for photoprint copies of publications and microfilm. Most requests are received by mail but some are submitted in person by patrons. Microfilming is charged at the rate of 30 pages for \$1.00, or a fraction thereof, and photoprinting at the rate of 4 pages for \$1.00, or a fraction thereof. For an additional dollar, a purchase order is processed as a rush order. The processing of rush orders is basically the same as the handling of regular purchase orders. The procedure for handling rush orders is not set forth on the attached flow chart for the Photoduplication Section, but following the description of the procedure followed in processing regular orders set forth below is a brief explanation of the procedure followed for handling rush orders.

Non-Rush Purchase Orders

These orders can be broken down into three broad categories: (1) Those submitting cash or its equivalent; (2) that submitting NAL coupons in lieu of cash; (3) orders filled for patrons on credit referred to in the flow chart as "to be billed" orders.

Most requests are submitted on purchase order form LF-607 and when an order is received in some other fashion, i.e., letter, memorandum, an LF-607 is prepared for that order. A duplicate order is prepared for "to be billed" orders. One of the first steps taken to process an order is to assign a number to it. The photocopy clerk who initiates the procedure receives these orders from the business office. All cash purchase orders have a remittance register attached to them showing the name and address of the person or organization ordering the copy. The order number assigned to an LF-607 is put on the remittance register by the photocopy clerk.

The photocopy clerk must determine whether the amount submitted (in cash on coupons) is correct or not. If correct, he makes the necessary entries on the photocopy order register, which is a listing of the orders processed, showing the amount submitted, the date when mailed, etc. Other notations are made on the 607 as disclosed by the flow chart and the order is then ready for microfilming. All orders are microfilmed for the purpose of maintaining a permanent record of orders received. After the order is microfilmed, the photocopy clerk gets the call number for the publication, puts it on the 607, and places it in the window messenger box where it is eventually picked up and used by circulation to get the publication from the stacks. It should be noted that many orders are processed together rather than one at a time.

When the publication is obtained by circulation it is sent with the 607 to the laboratory to be photocopied. After the laboratory photopies the publication, it mails the photocopy to the patron and returns the 607 to the photocopy clerk with the date mailed stamped on it. The photocopy clerk then completes the processing of the order as shown on page 5 of the flow chart.

However, if an order is underpaid or overpaid the procedure followed is not the same as explained above. The purchase order must disclose the number of pages to be photocopied so that the photocopy clerk can determine in the case of cash or coupons orders whether the amount submitted is correct or not. If the pagination is missing the photocopy clerk indicates to circulation by putting his initials in

the corner of the 607 that when the publication is obtained from the stacks it should be sent directly to him so that he can complete the pagination and determine whether or not the amount submitted is correct.

If the amount is underpaid the order is cancelled and the procedure shown on page 6 of the flow chart is followed. However, even if the pagination has been given by the patron, the photocopy clerk must have the publication sent to his desk so that he can verify the accuracy of the pagination before cancelling the order.

If the order has been overpaid, a notation "return to" with the photoclerk's initials is put on the 607 which informs the laboratory not to mail the photocopy but to return it to him. When such a photocopy together with the 607 is sent by the laboratory to the photocopy clerk for completion, the steps set forth on page 5 are taken and a refund in coupons is sent to the patron.

If the photocopy clerk cannot locate a call number, he gives the 607 to the photocopy assistant who is responsible for getting call numbers and attempting to identify publications. No explanation of this procedure is necessary inasmuch as the flow chart shows the procedure and the flow chart for Reference indicates what is involved in identifying publications. As the attached flow chart shows, the photocopy assistant frequently solicits the assistance of reference librarians when difficulty in identifying publications is encountered.

If the photocopy assistant does not get a call number for an order, the order is returned to the photocopy clerk for cancellation. If it is obtained the photocopy clerk puts the 607 in the window messenger box and the procedure followed thereafter is the same.

However, if the deck attendants cannot locate the publication in the stacks or if the publication is charged out, a notation to the effect is given to the photocopy assistant with the 607. If the publication is charged out, the photocopy assistant gives it to circulation which puts the publication on reserve and recalls the publication. The reserve procedure is not given in detail on the flow chart because it is set forth in the flow chart for the Loan Section, which handles the circulation of the NAL's publications. When the publication is eventually received, it is given to the photocopy assistant. If the pagination on the order is incomplete, the photocopy assistant completes it, determines in the case of "paid" photocopy orders whether the amount submitted is sufficient. If it is a "to be billed" order, it is sent to the laboratory. If underpaid, the photocopy assistant gives it to the photocopy clerk for cancellation.

If it is overpaid, "return to" with the photocopy clerk's initials are put on the 607 to inform the laboratory to send the photocopy to the photocopy clerk and not to mail it to the patron.

Orders Submitted In Person By Patrons

Orders received in person are processed essentially like orders except that the procedure of determining whether it is underpaid or overpaid is unnecessary because usually the patron has the publication to be photocopied with him. Moreover, when the patron makes his payment the photocopy clerk makes certain at that time that it is correct. Usually the patron is requested to fill out a 607 if he has not already done so. After receiving payment and the patron given his receipt, the order is processed in the usual manner.

Rush Orders

The steps taken to fill a rush order are basically the same as those taken in processing non-rush orders, but the sequence in which they are taken varies considerably. A rush order is not handled with other orders and an attempt is made to process a rush order immediately. The first step usually taken is to get the call number and have an AD-245 prepared which is immediately sent to the stacks to get the publication so that it can be taken personally to the laboratory by the photocopy clerk for photocopying. Regular orders are taken to the laboratory about once a day to have them micro-filmed. On those trips he takes with him publications to be photocopied for rush orders. He may have to make a special trip if he is not scheduled to take the regular orders to the laboratory within a reasonable time. If time permits, he may begin processing a rush order before taking the publication to the laboratory, but most of the processing is done after the publication has been photocopied. Since the primary difference in the processing of rush orders from other orders is in the sequence in which certain acts are performed, and inasmuch as this sequence varies depending upon the circumstances, no flow chart was prepared to reflect the procedures followed in the processing of rush orders.

Inquiries

Inquiries received by the photocopy clerk regarding the availability of specific items for photocopy are processed as shown the attached flow chart under the heading "Inquiries Received, etc."

UNITED STATES GOVERNMENT

NATIONAL AGRICULTURAL LIBRARY

Memorandum

TO : John F. Donoghue, ABLE Task Force

DATE: September 7, 1962

FROM : Blanche L. Oliveri, Acting Assistant Director, Management Services

SUBJECT: Space

In reference to your questions concerning space, the following figures may help.

Item 1: Percentage of collection which does not have adequate shelving.

We estimate that the Library currently has 1,200,000 volumes. Housing seven volumes per linear foot would require 171,400 linear feet of shelving. The stacks in the South Building currently total 87,240 linear feet. The additional shelving required to house our 1,200,000 volumes is 84,160 linear feet.

Item 2: Square footage required to house shelving.

To house fifteen volumes per square feet of space, our 1,200,000 volumes would require 80,000 square feet of space. The stacks in the South Building currently occupy 39,160 square feet. Additional space required would be 40,840 square feet.

These figures reflect current space needs and do not provide for the twenty year growth as estimated in our budget requests.

Blanche L. Oliveri

Division of Lending
Statistics for August 1962

Loan Section

Requests (AD-245)

Specials	5,042
Regulars	5,340
Total	<u>10,382</u>

Loans (Pieces)

AD-245	12,032
Photocopy in Lieu of Loan	1,819
Interlibrary Loan Borrows	730
Rapid Copy in Lieu of Loan	<u>793</u>
Total	<u>15,474</u>
Periodical Routing	<u>5,995</u>
Total	<u>21,369</u>

N O S Reports

Currently Charged	340
In Circ. (Periodical Rout.)	243
Not Currently Charged	<u>2,244</u>
Total	<u>2,827</u>

<u>Reserves Made</u>	256
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Maintenance Section
Bookstacks Unit

Requests

Specials	4,153
Regulars	2,237
Photocopy (Includes paid and in lieu of loan photo and Rapid copy)	1,363
Total	<u>7,753</u>

<u>Searches</u>	<u>Searched</u>	<u>Found</u>
First	456	144
Second	513	268
Special	75	36
Photo	<u>374</u>	<u>157</u>
Totals	1,418	605

PUBLIC SERVICES

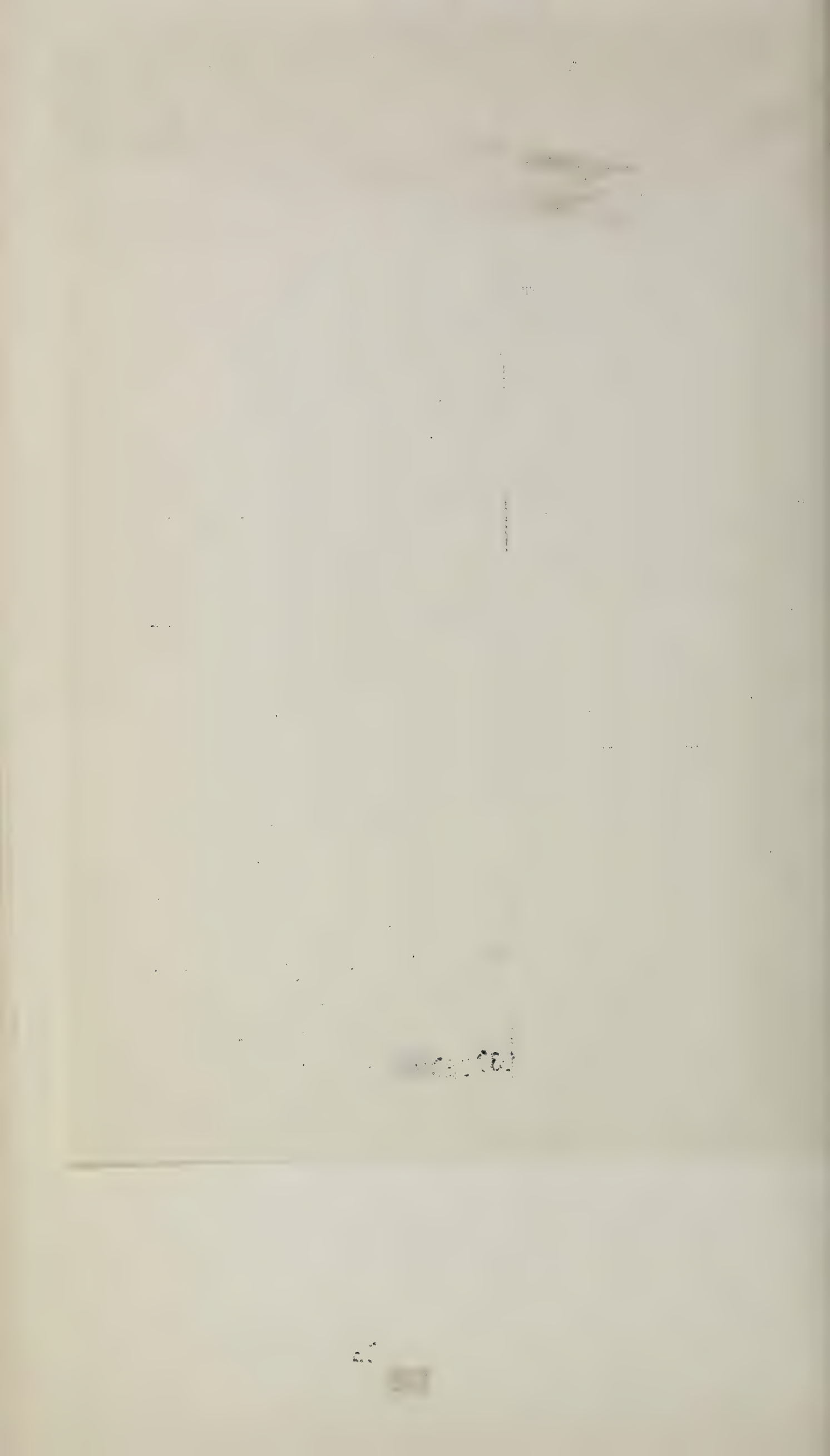
MASTER

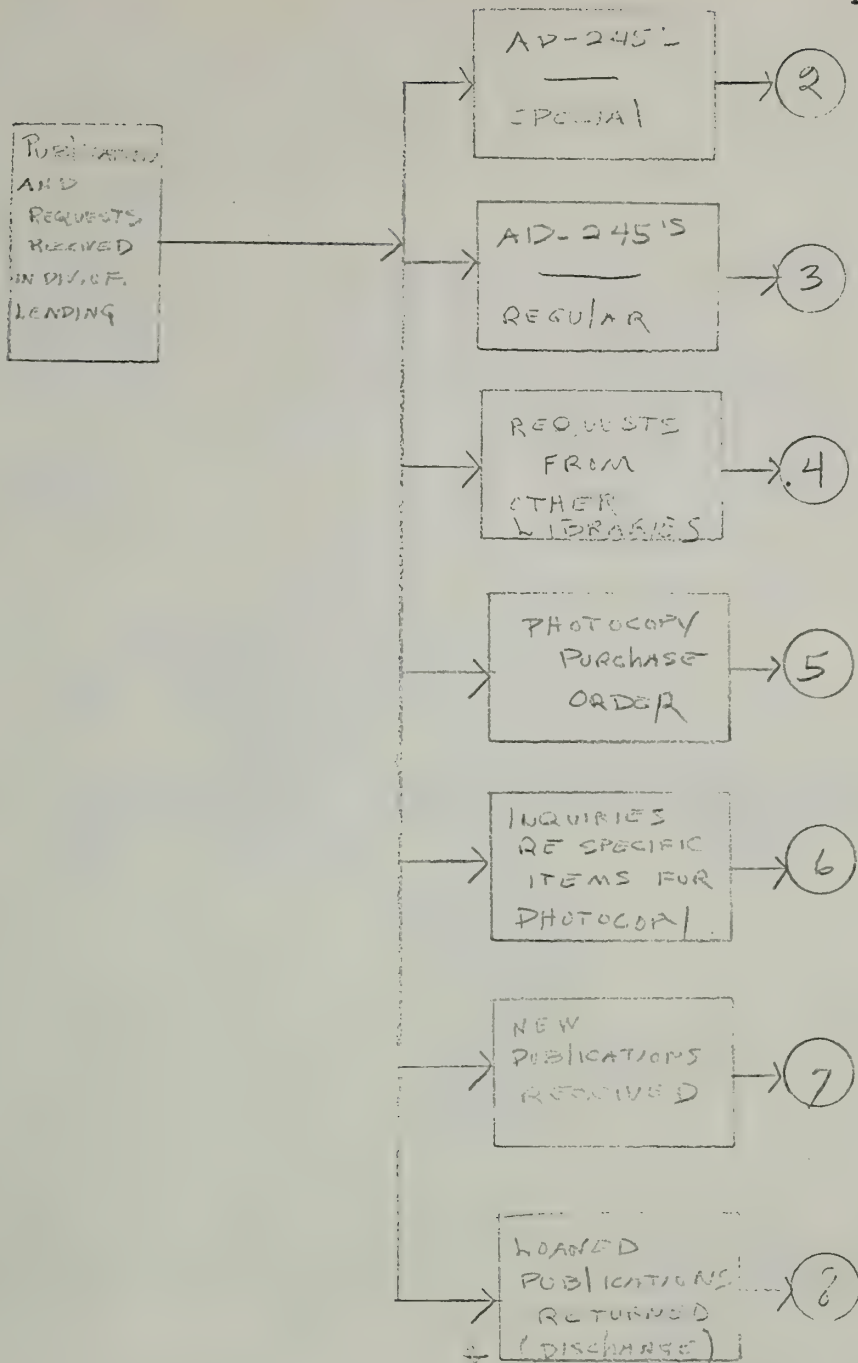
LOGIC FLOW CHART

Division of Lending

536

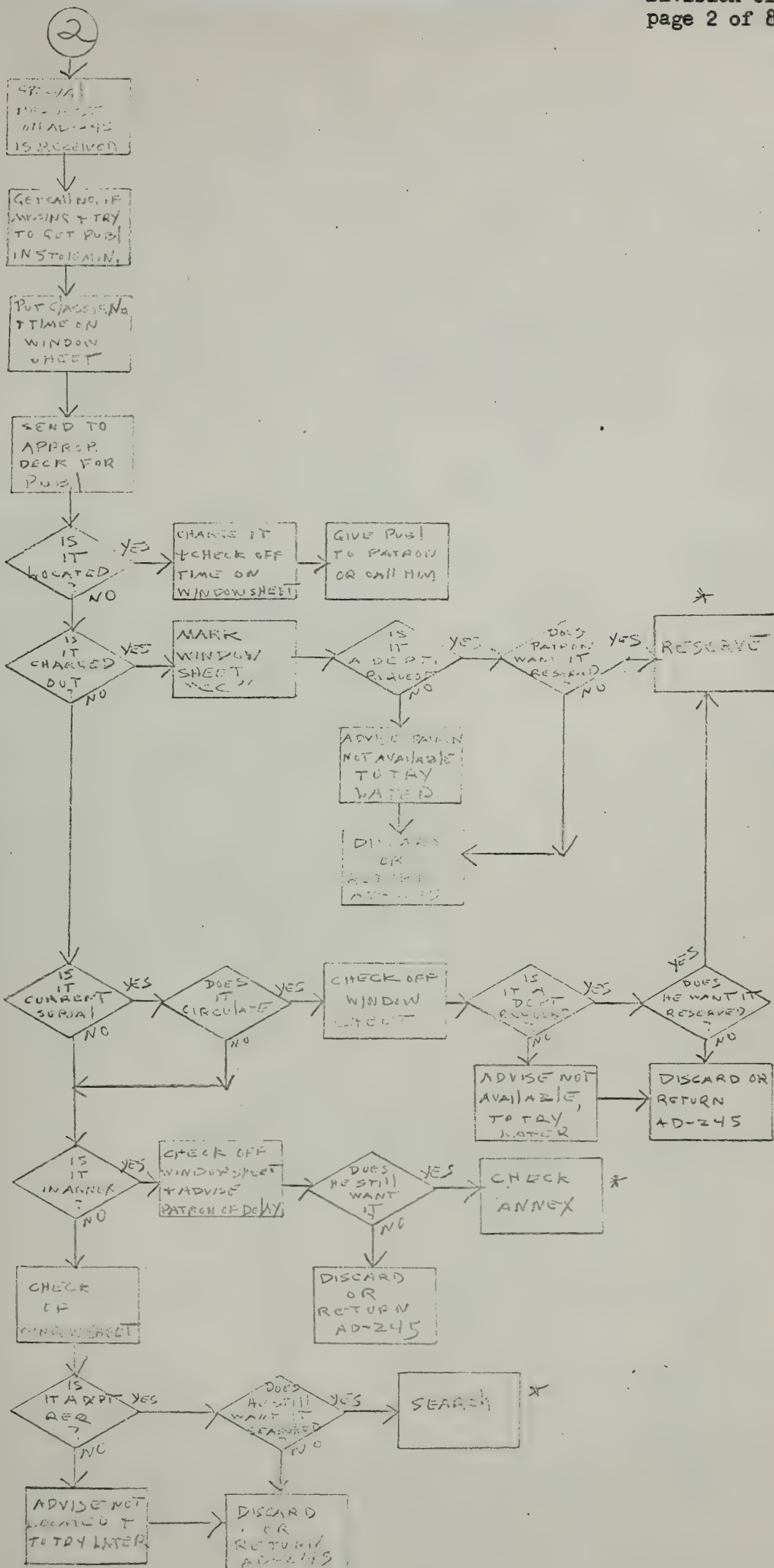
537



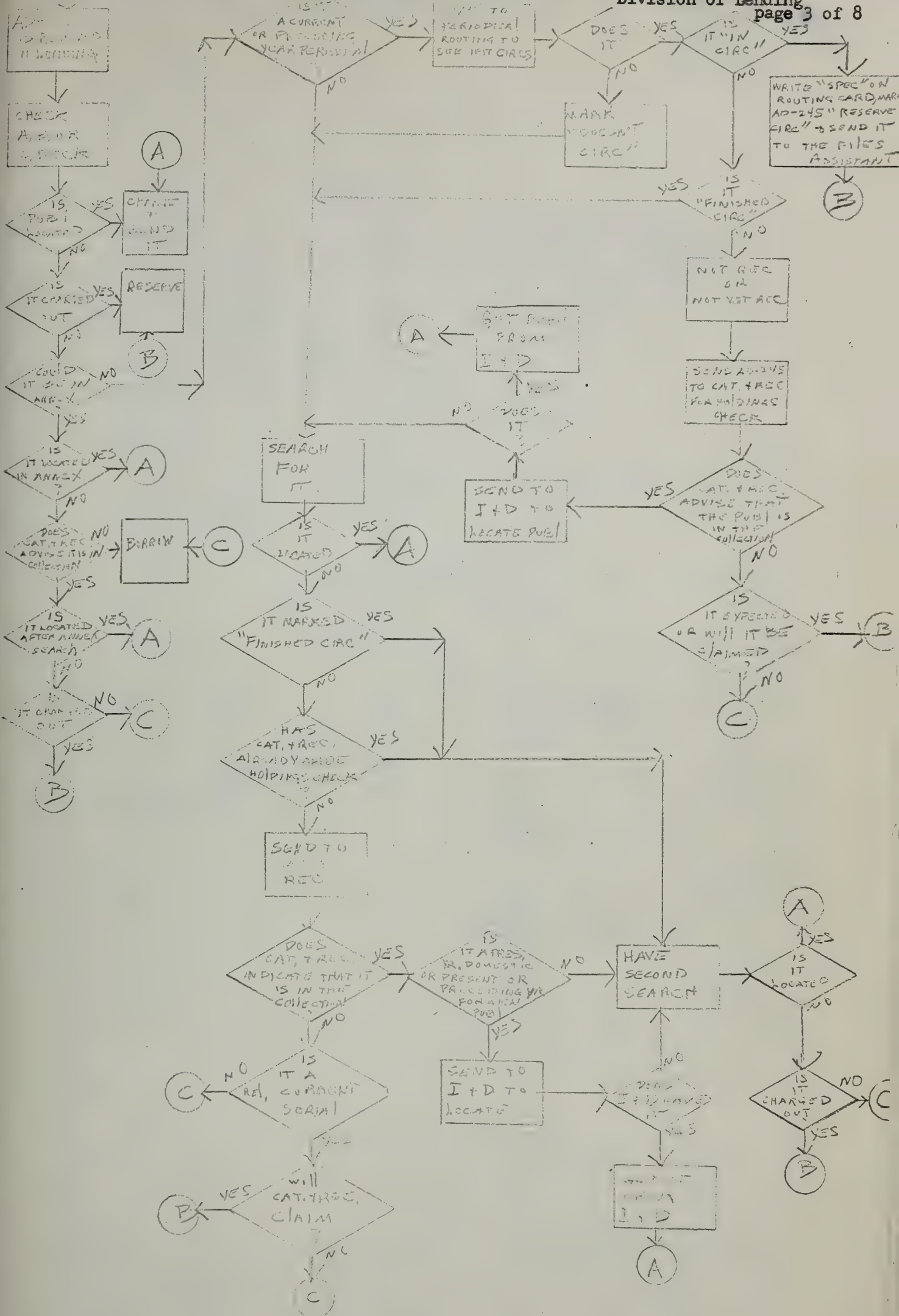


* SEE PAGE 20 OF FLOW CHART
RE PUBLICATIONS

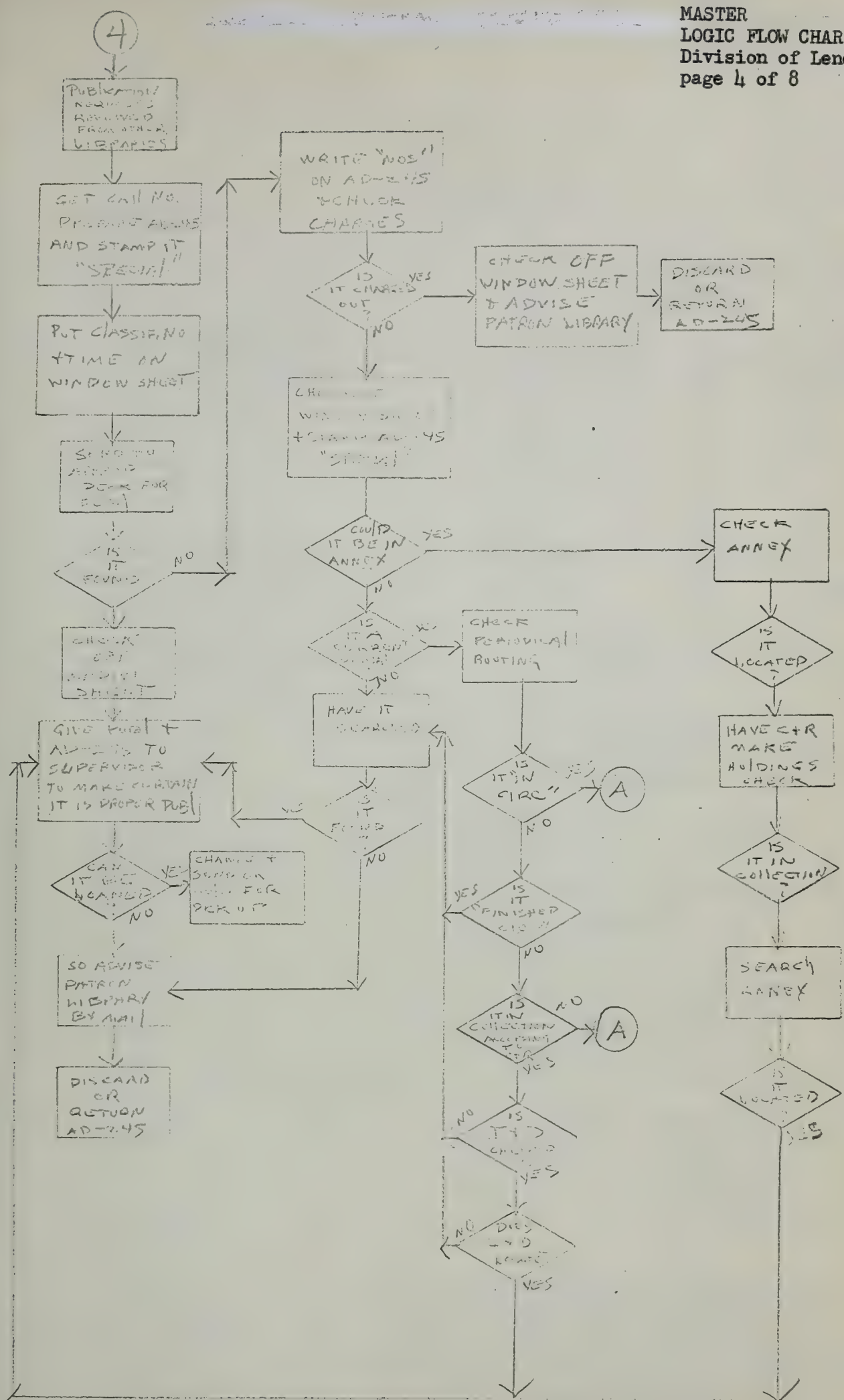


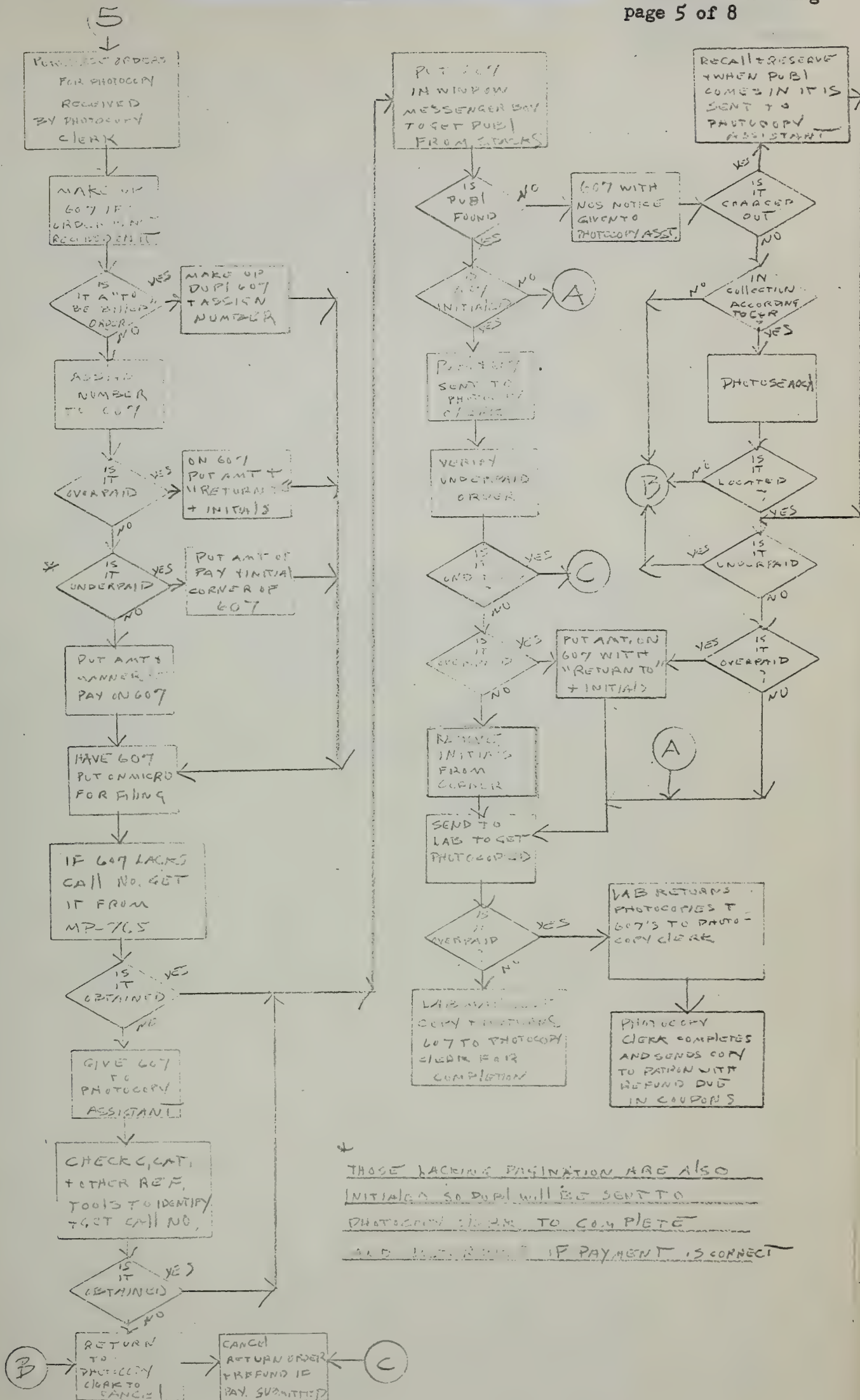




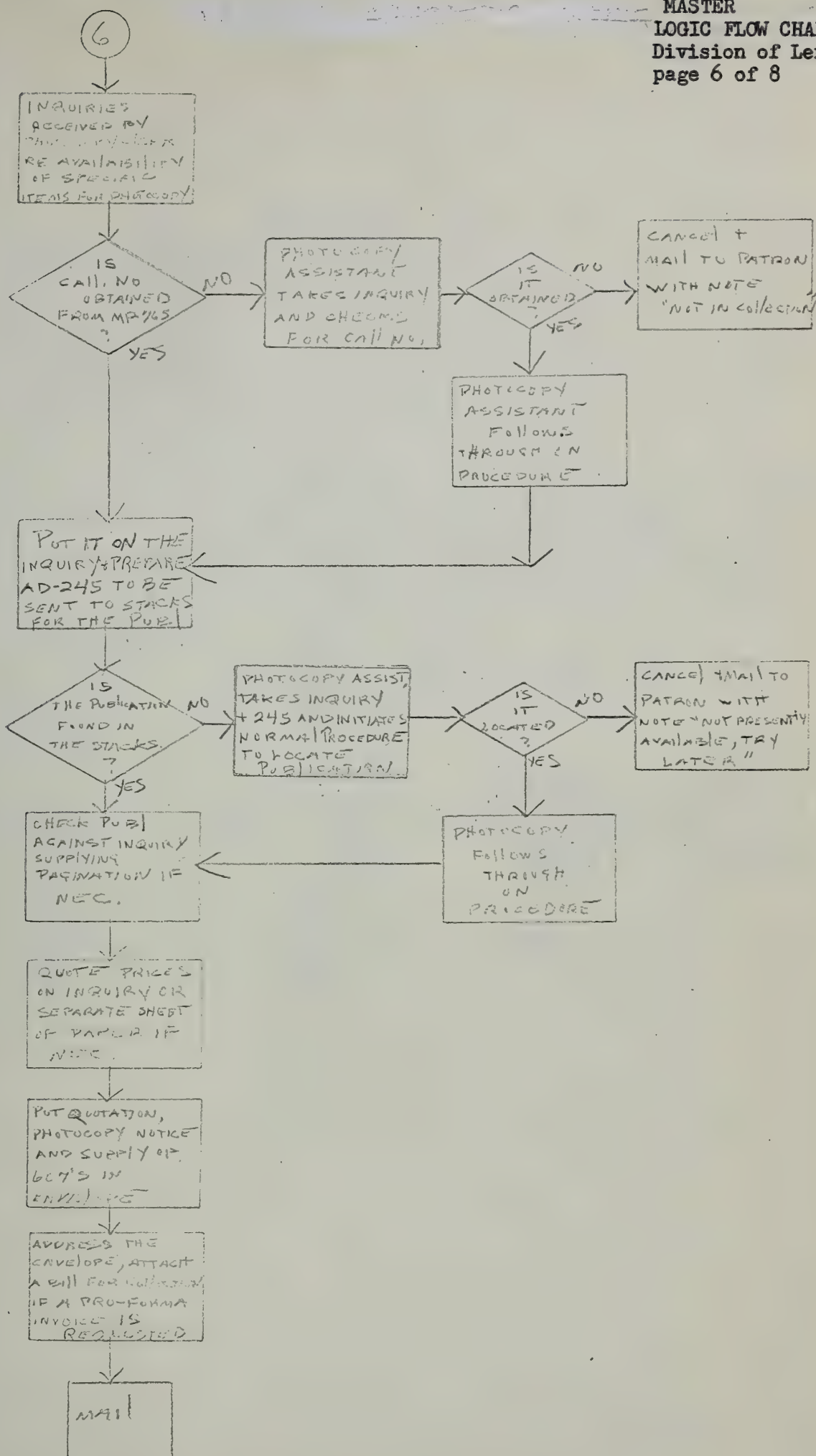


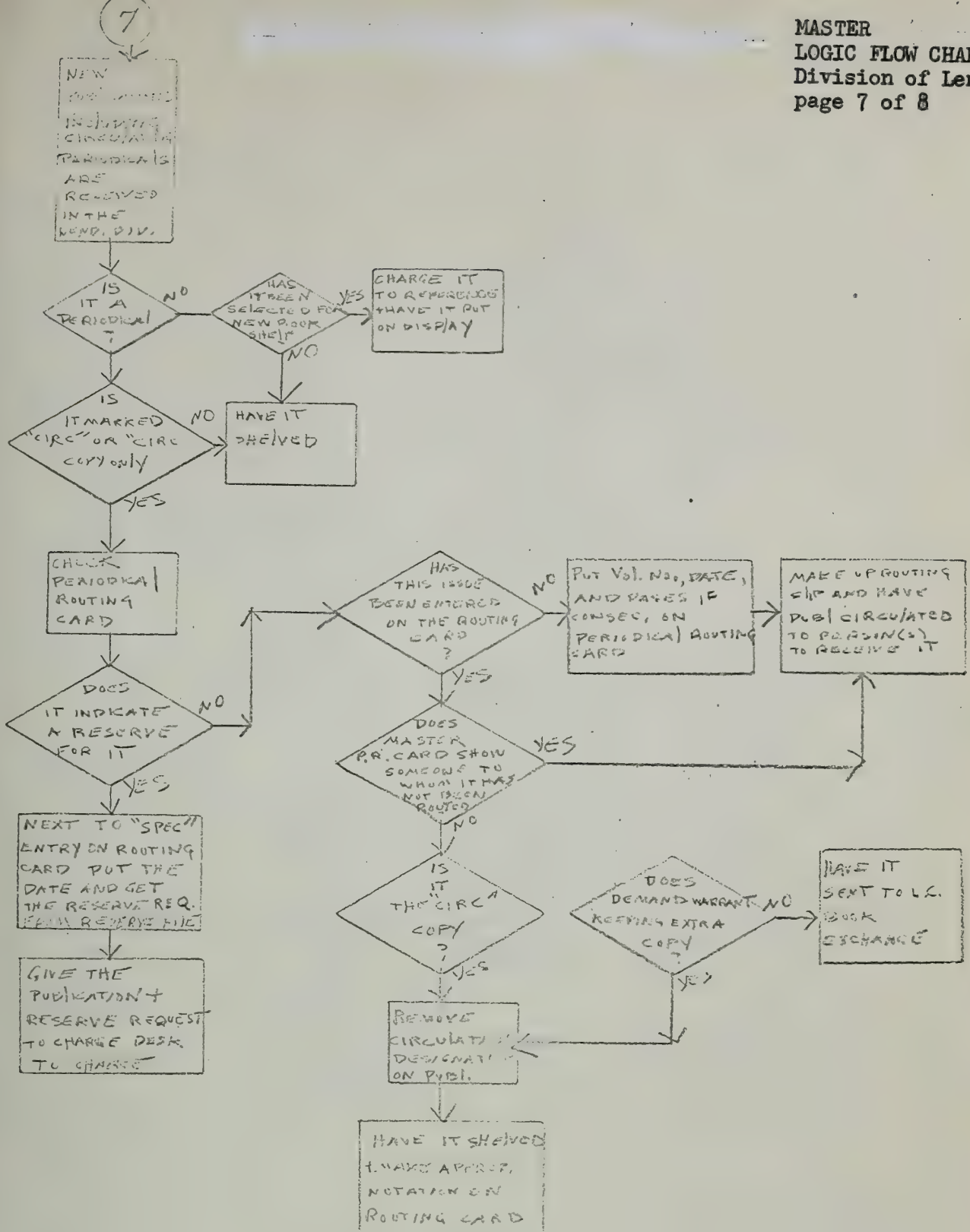














PUBLIC SERVICES

FLOW PROCESS CHARTS

Division of Lending

ST/02

1

ST/02

ST/02

ST/02

ST/02

ST/02

ST/02

ST/02

ST/02

ST/02

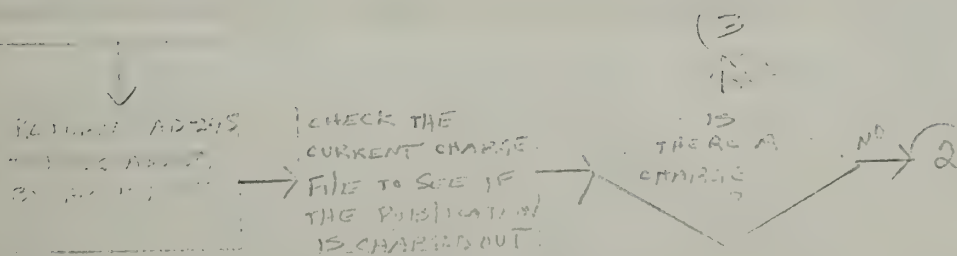
ST/02

ST/02

ST/02

ST/02

545

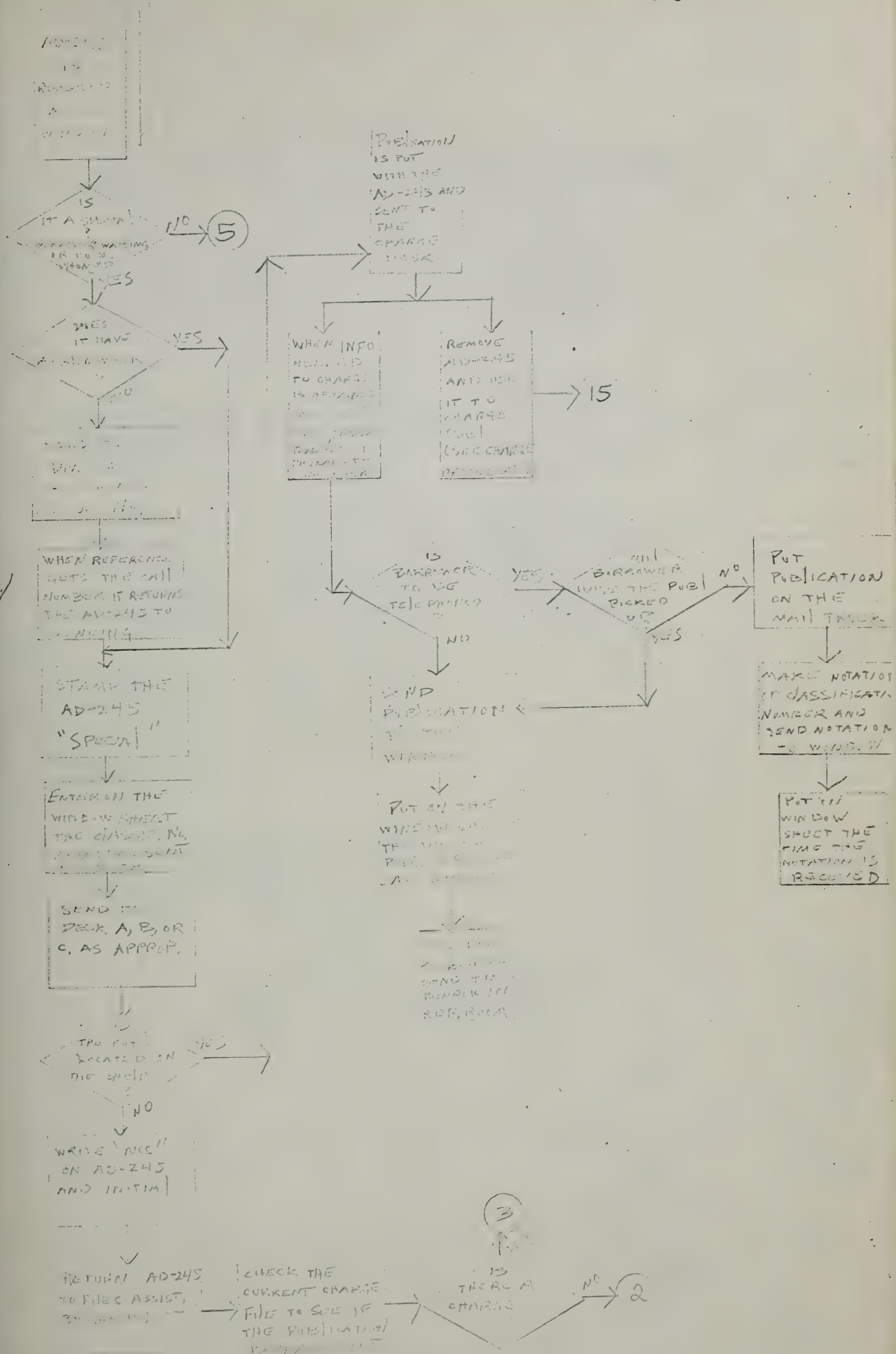


1/ IF NO. CANNOT BE OBTAINED BEHOLD
IN PLACE IN ORDER TO ENROLL FROM THE

546

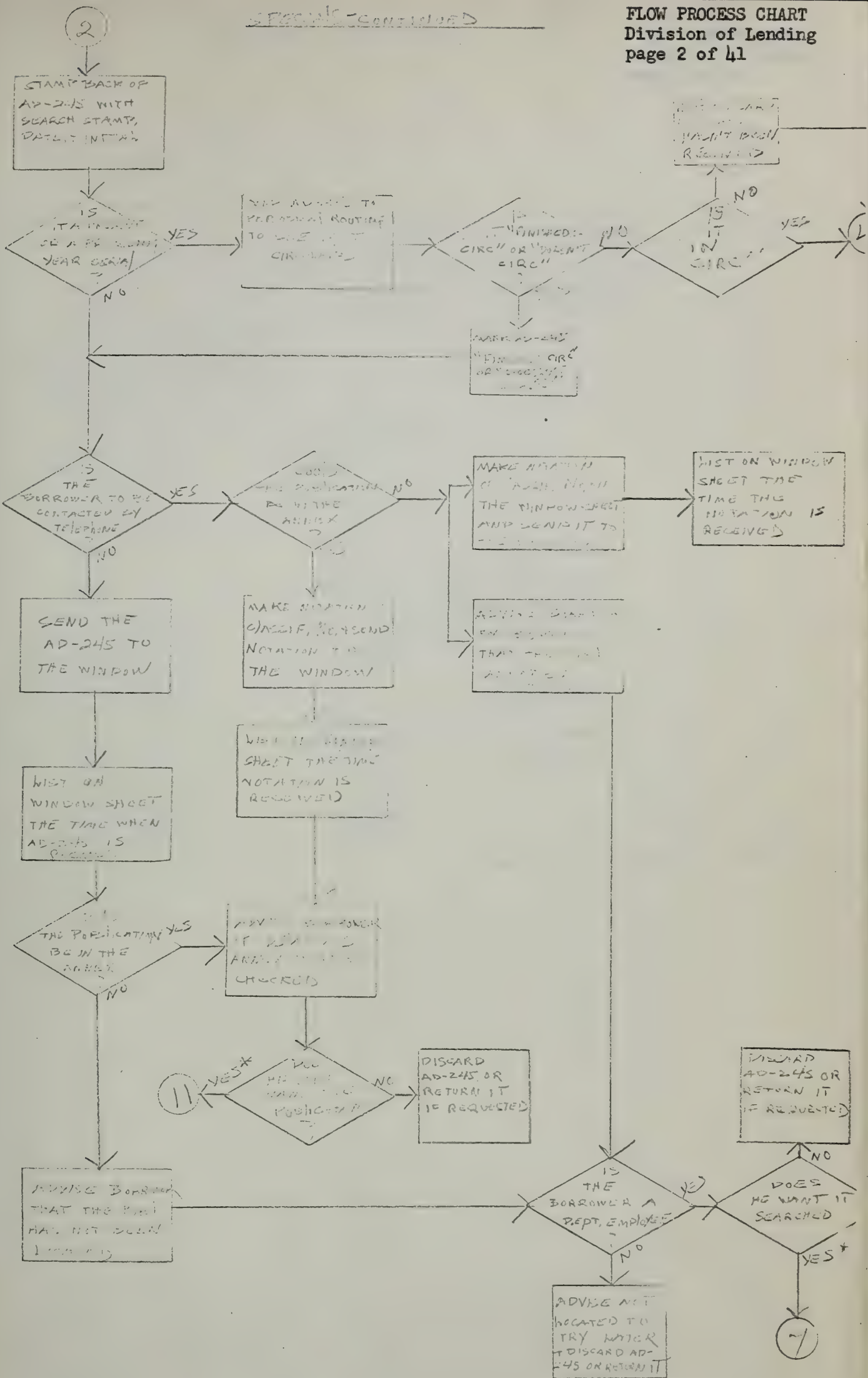
100. 100. 100.

100. 100. 100.

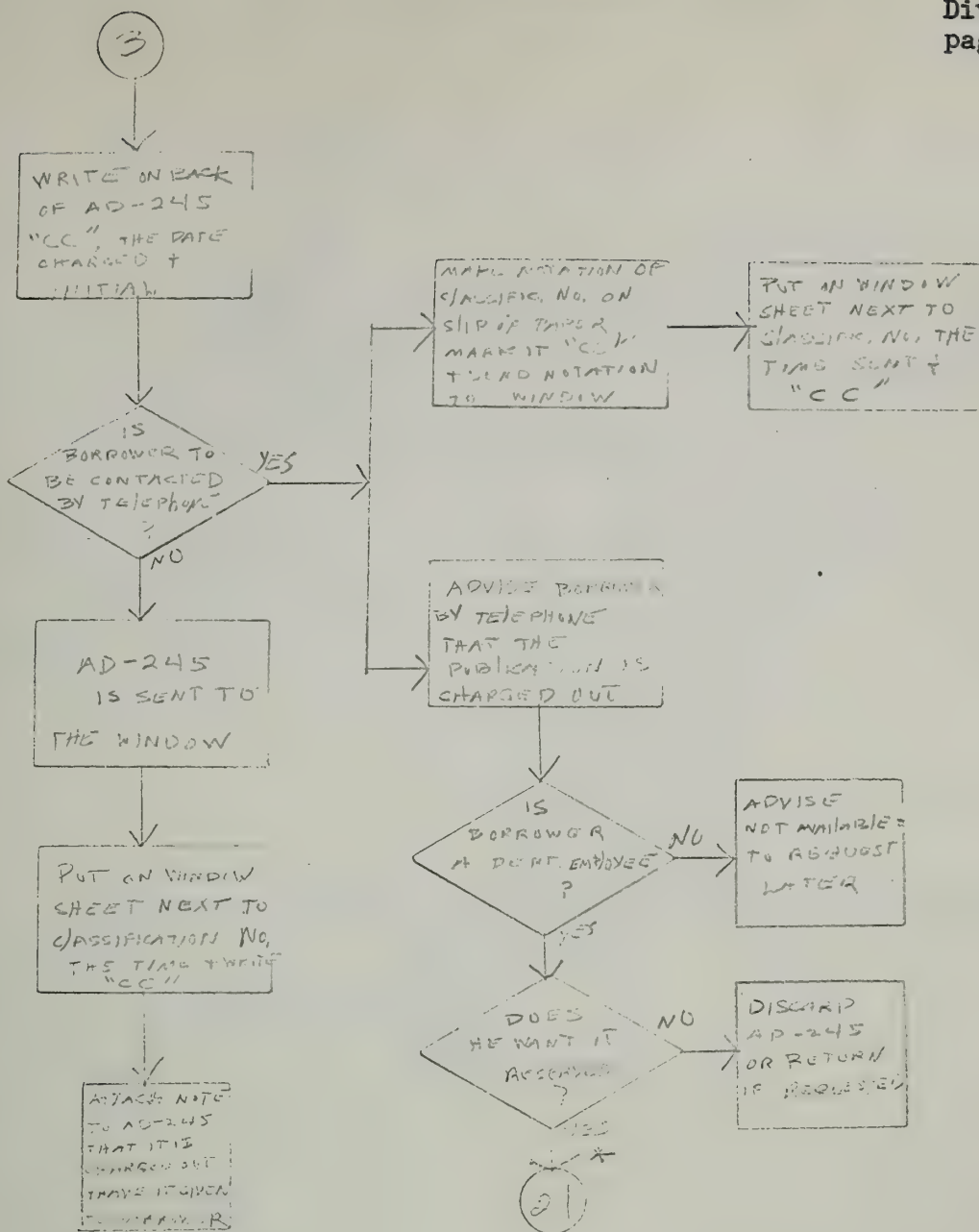




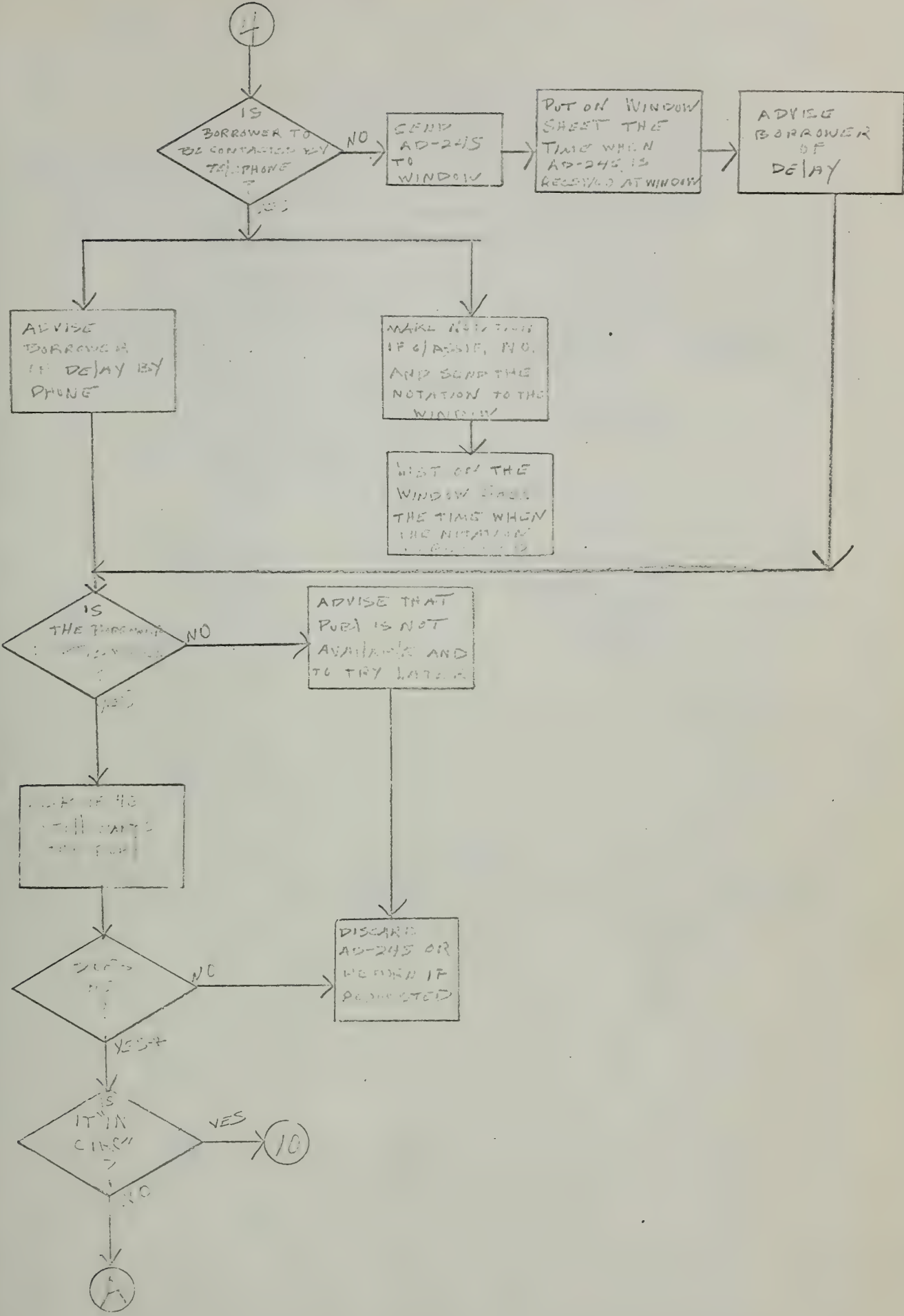
SPECIAL CONTINUED



* NO LONGER TREATED AS A SPECIAL



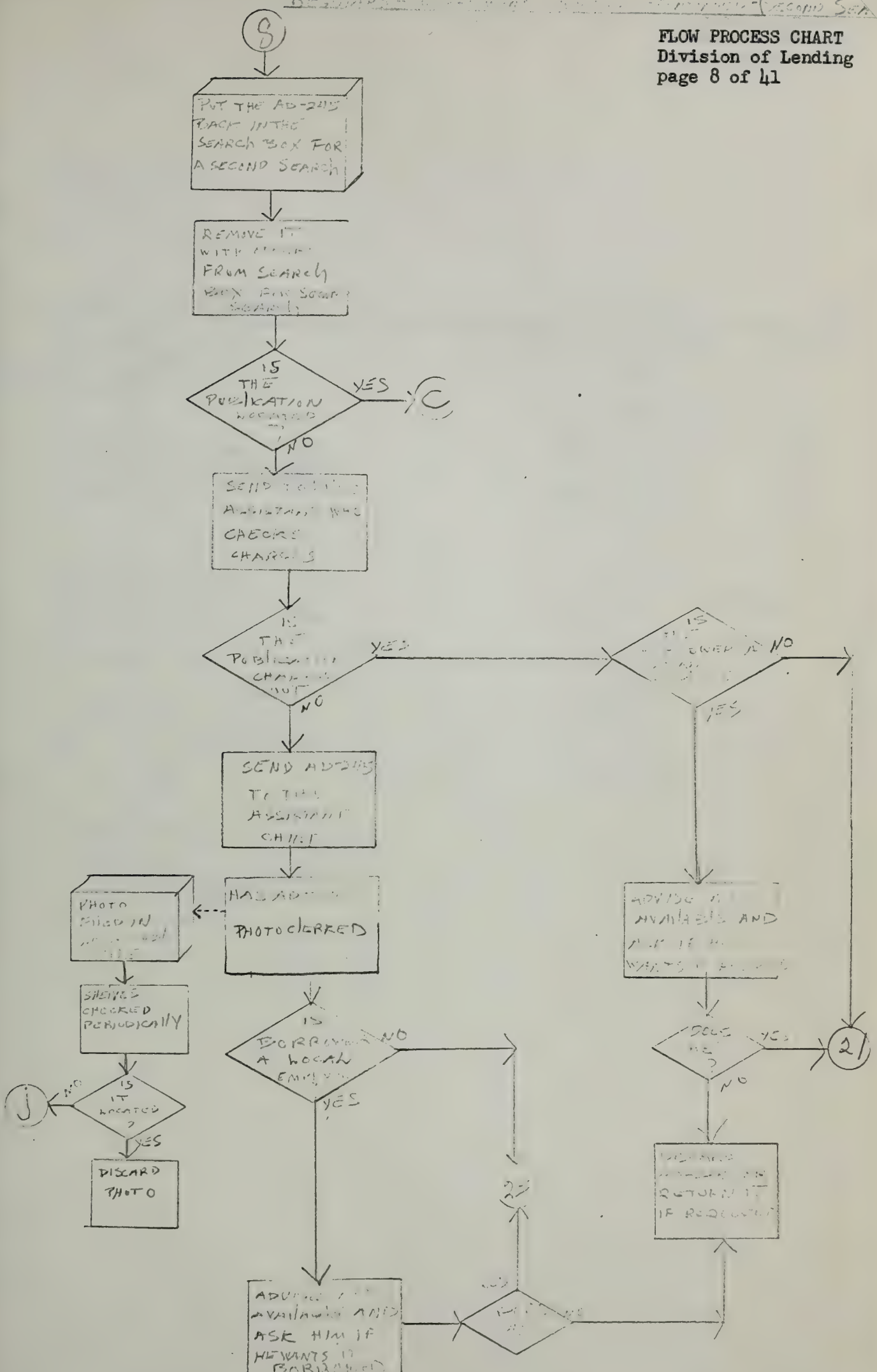
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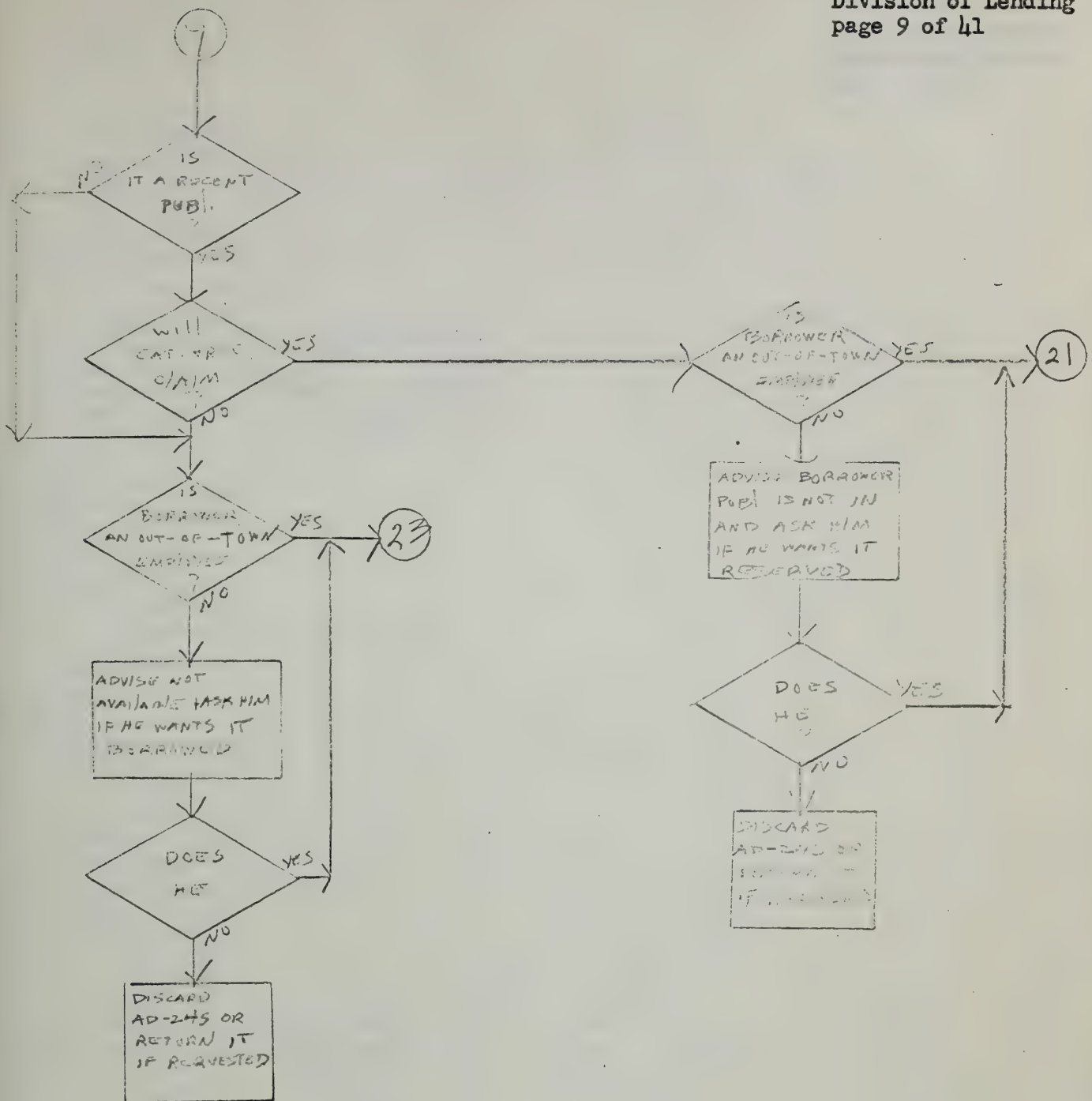


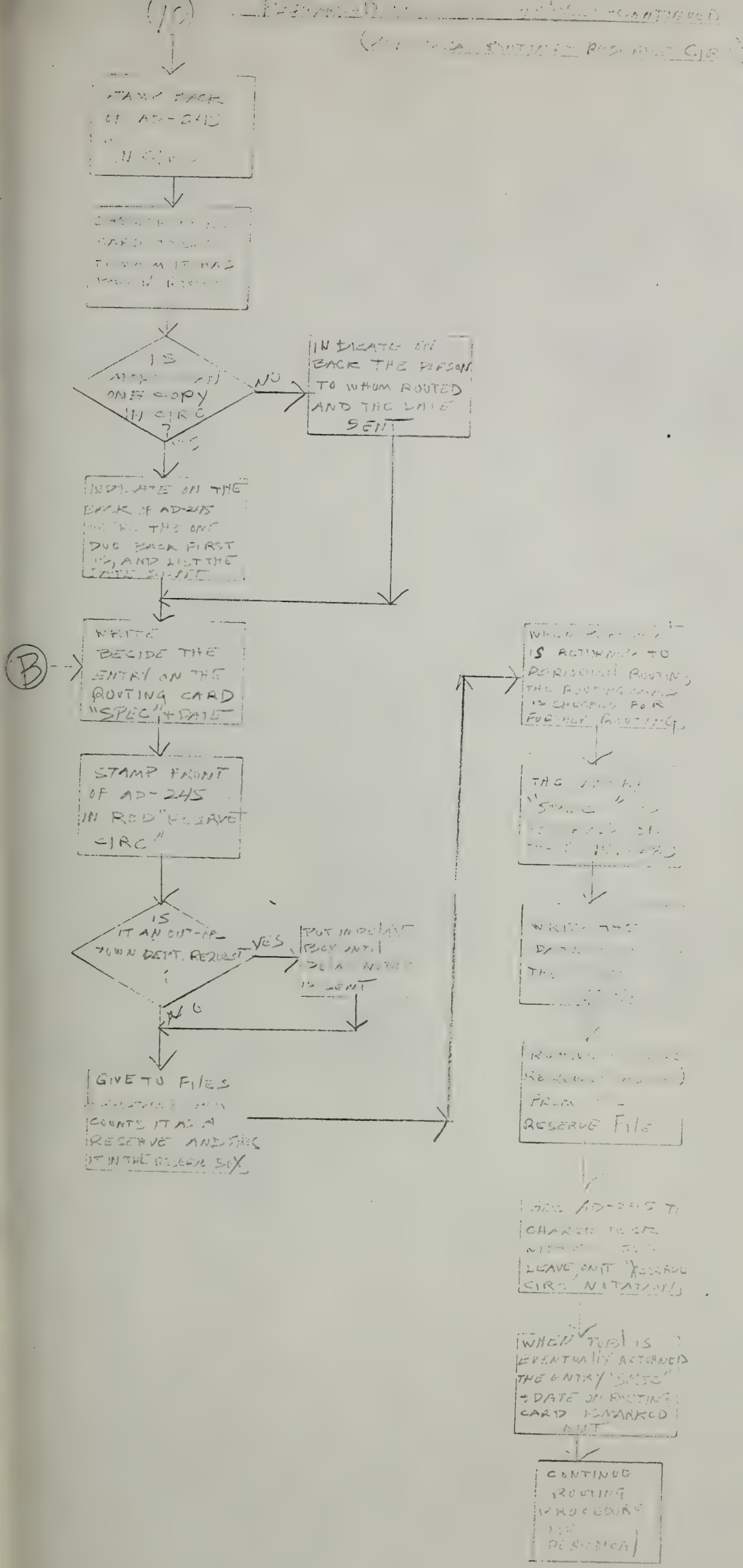
* NO LONGER
TREATING
AS A SPECIAL



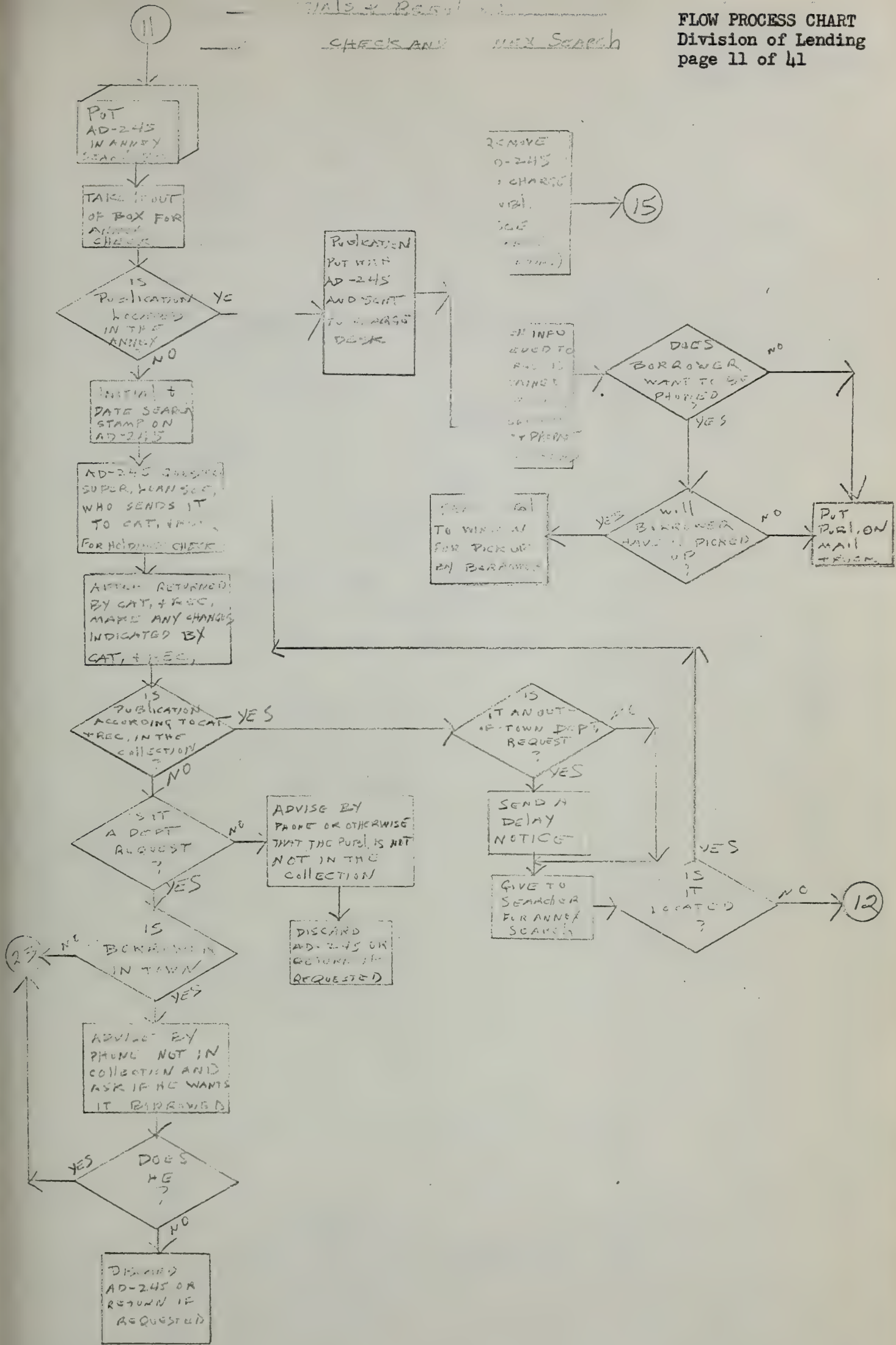


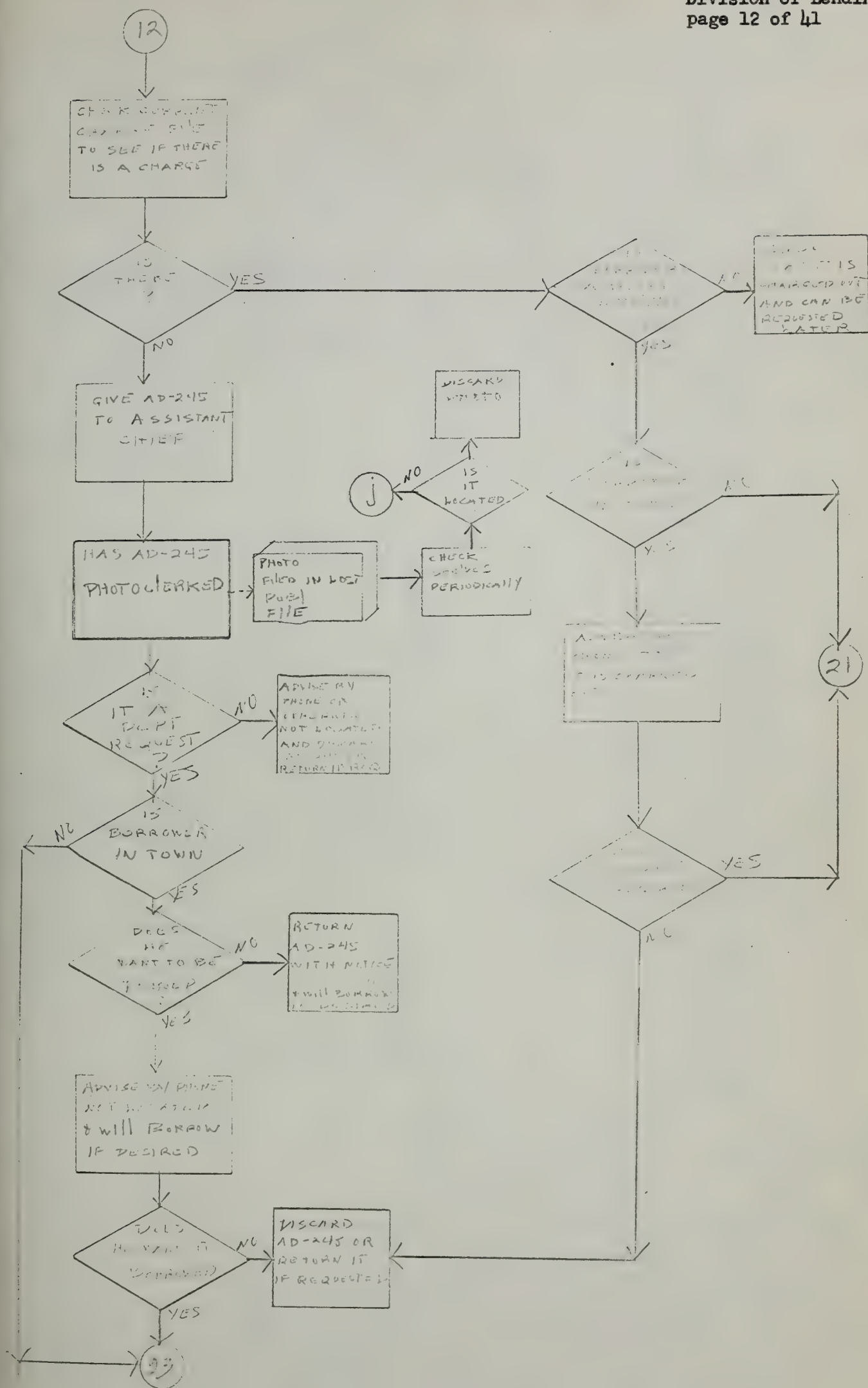




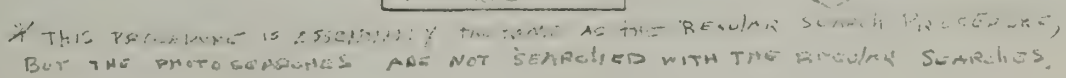


CHECKS AND INDEX SEARCH

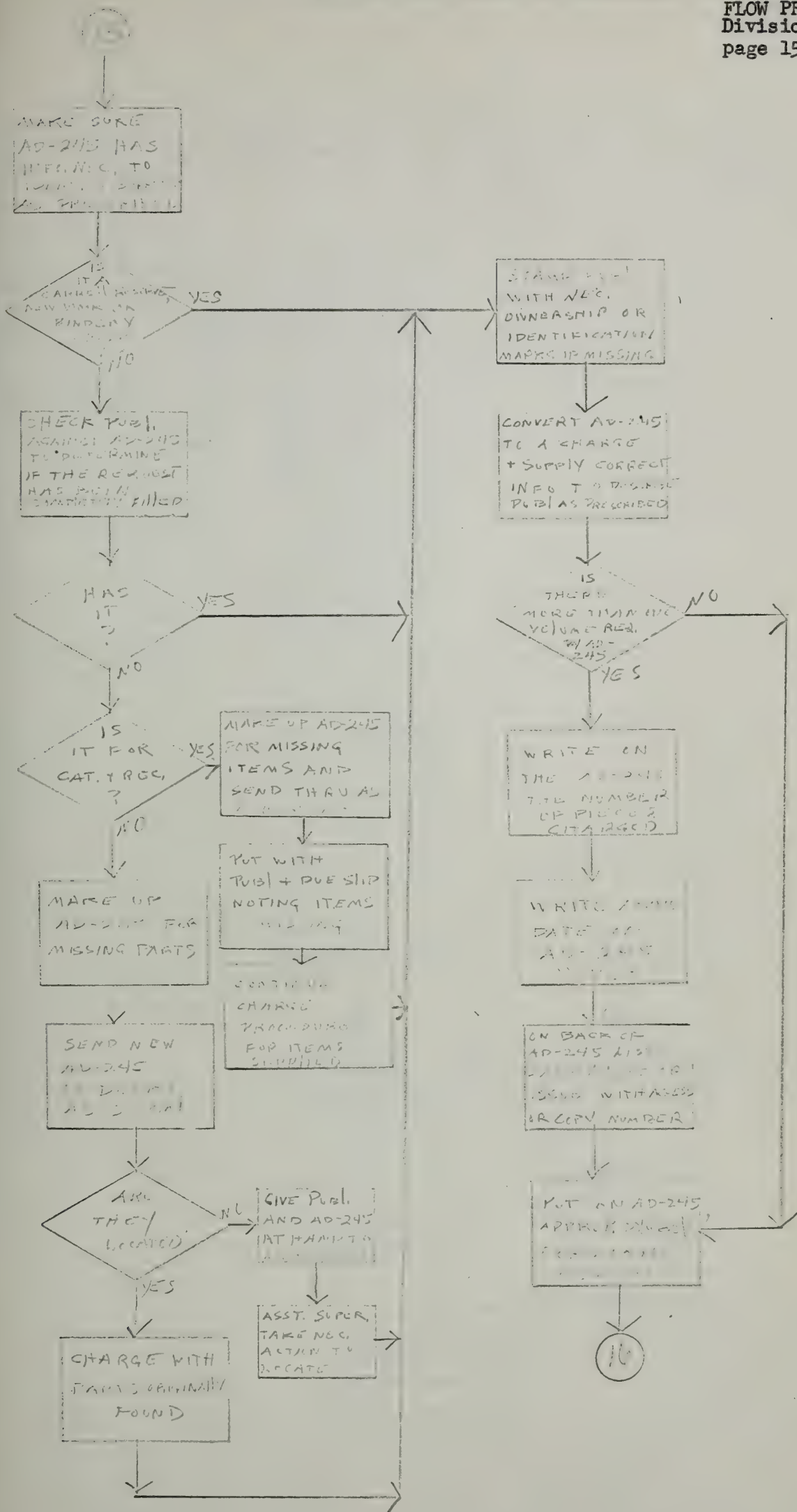


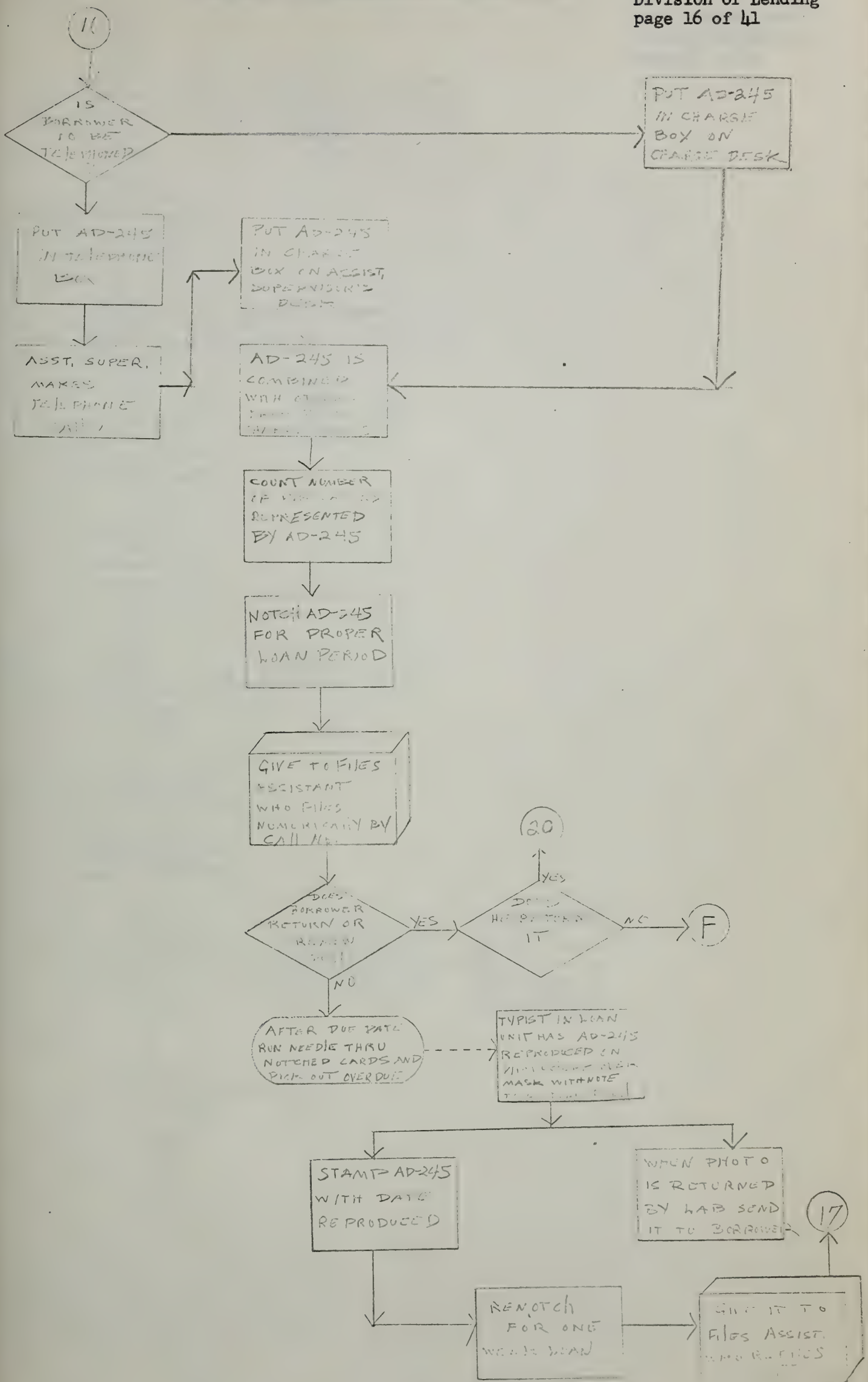


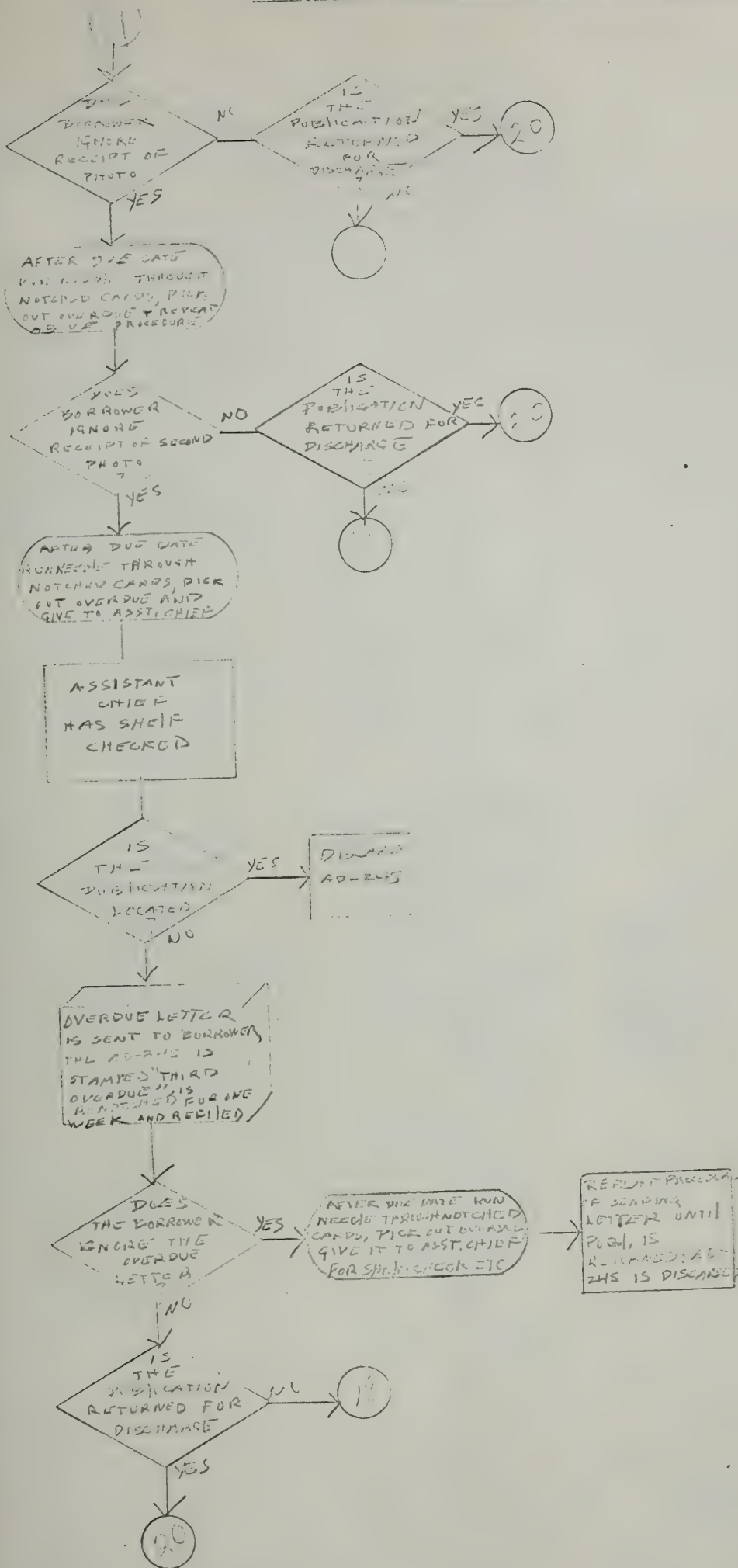


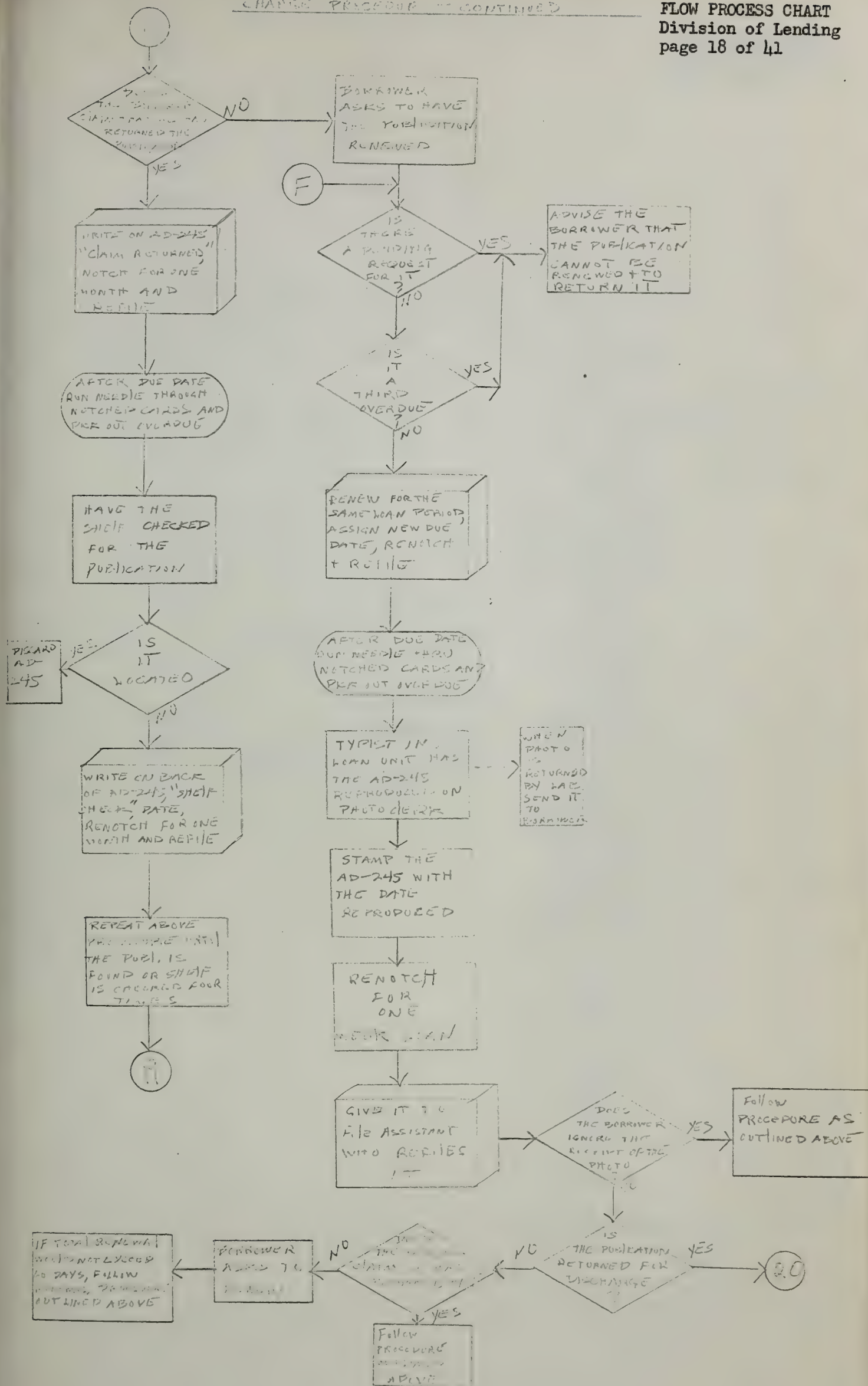


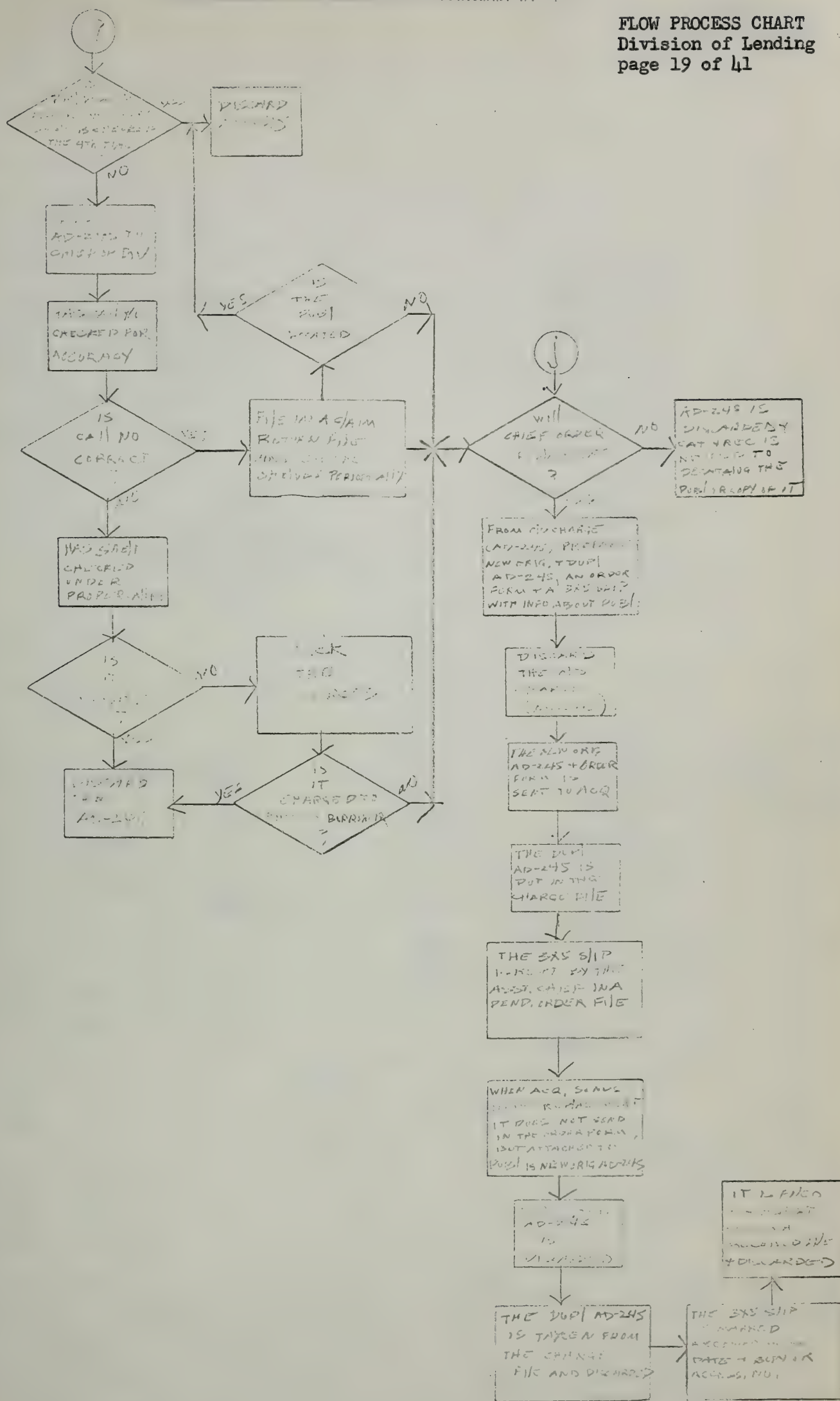
1887
JAN 21 1887



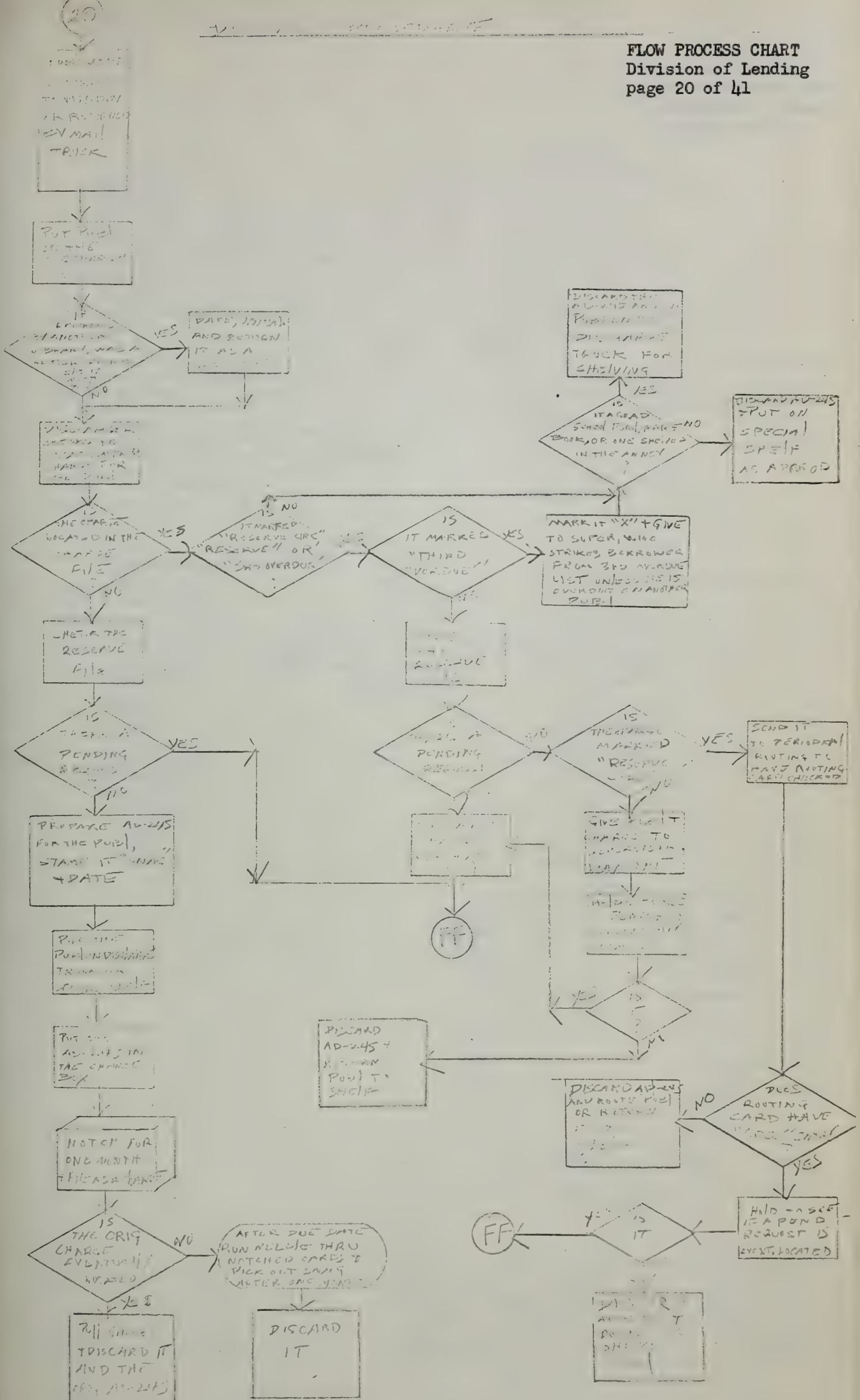




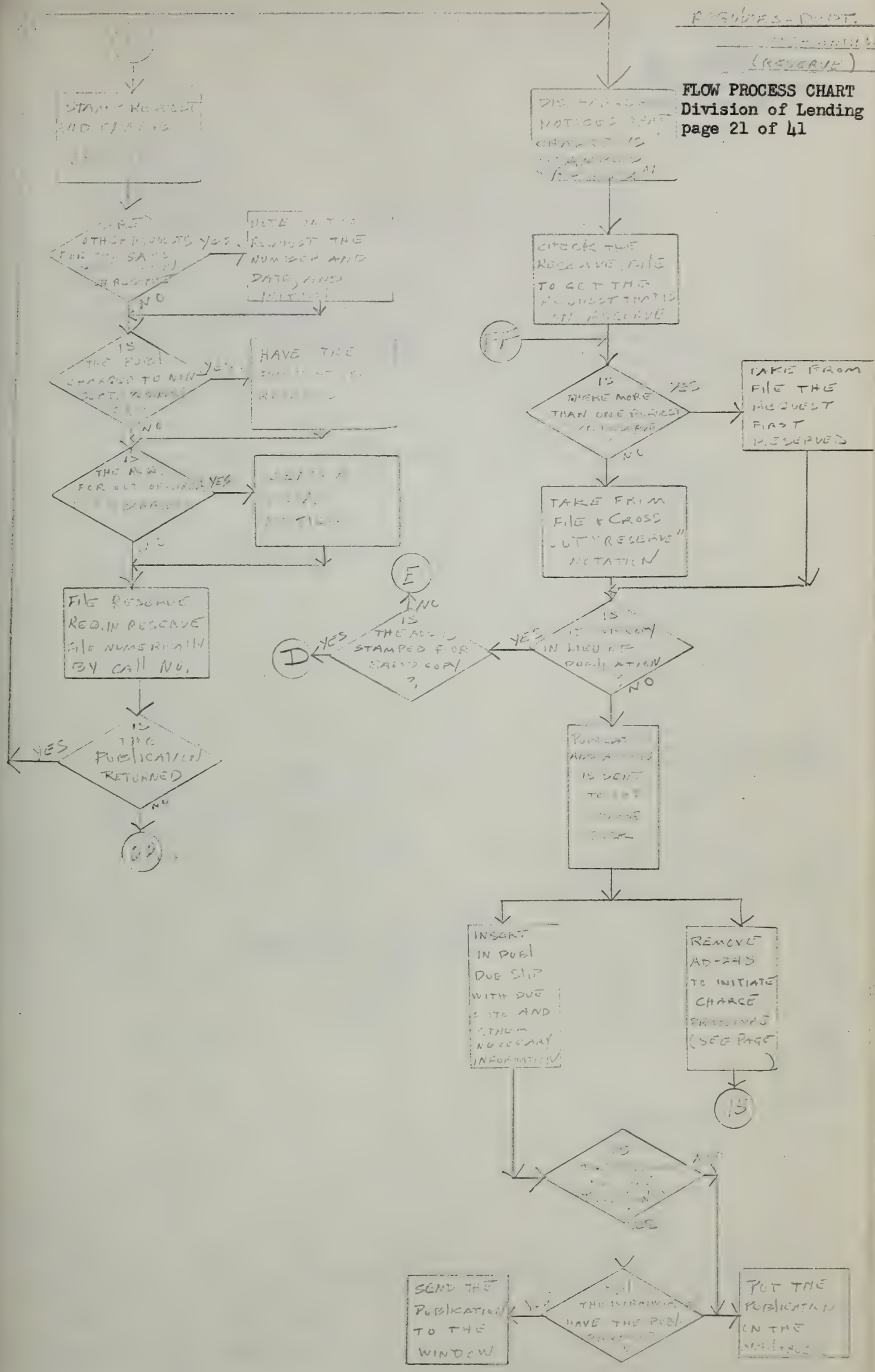




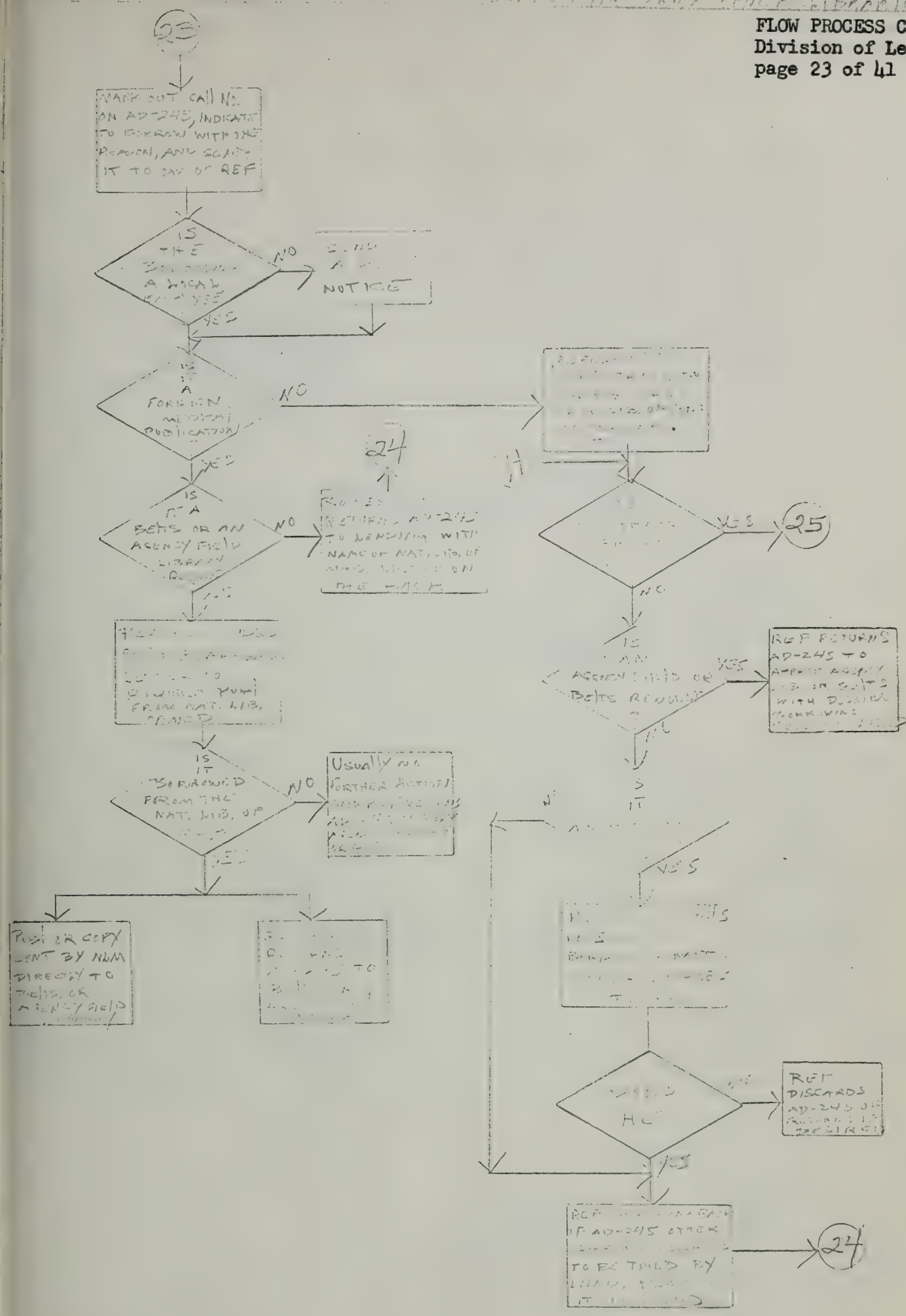
FLOW PROCESS CHART
Division of Lending
page 20 of 41

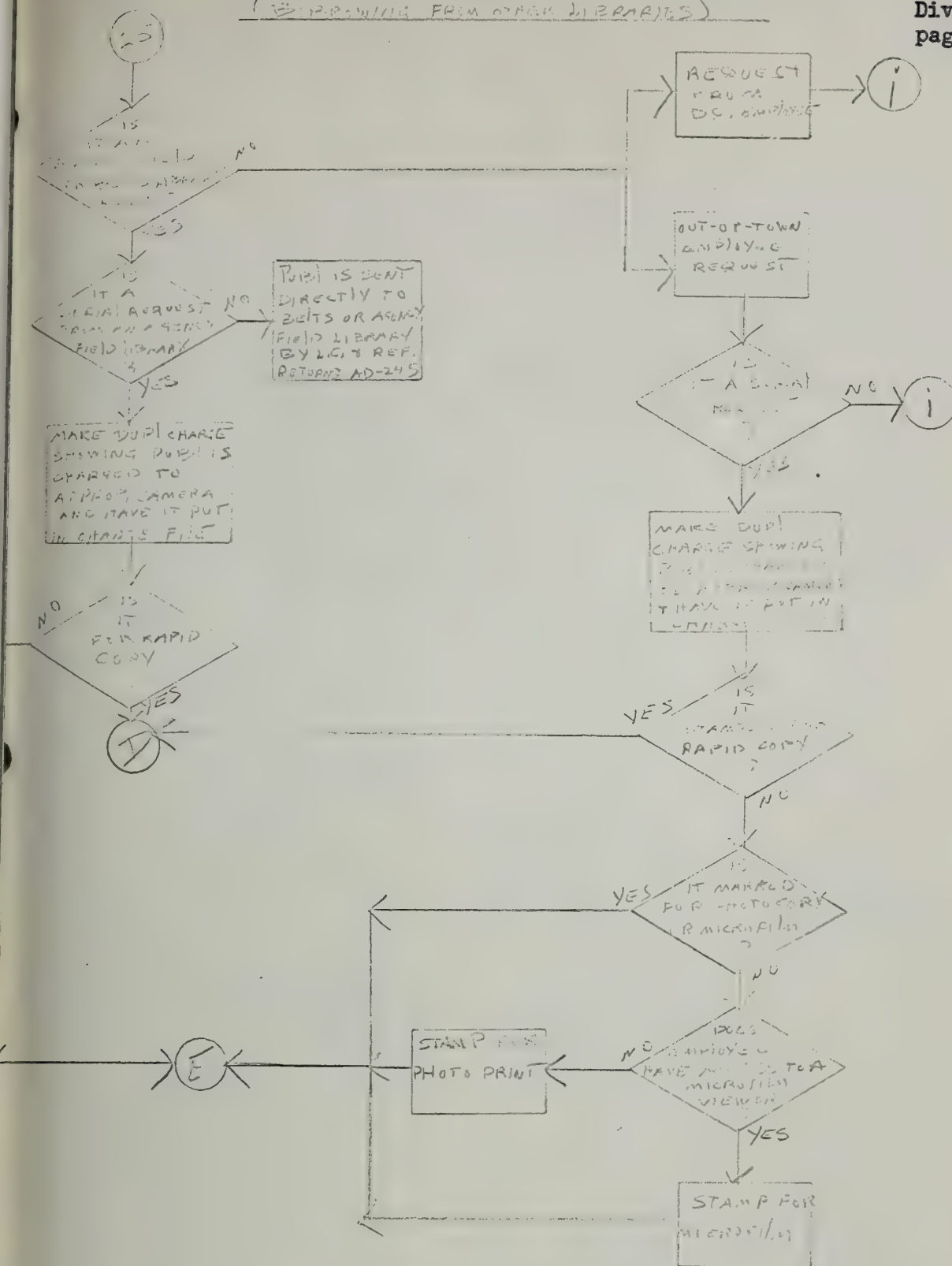


FLOW PROCESS CHART
Division of Lending
page 21 of 41



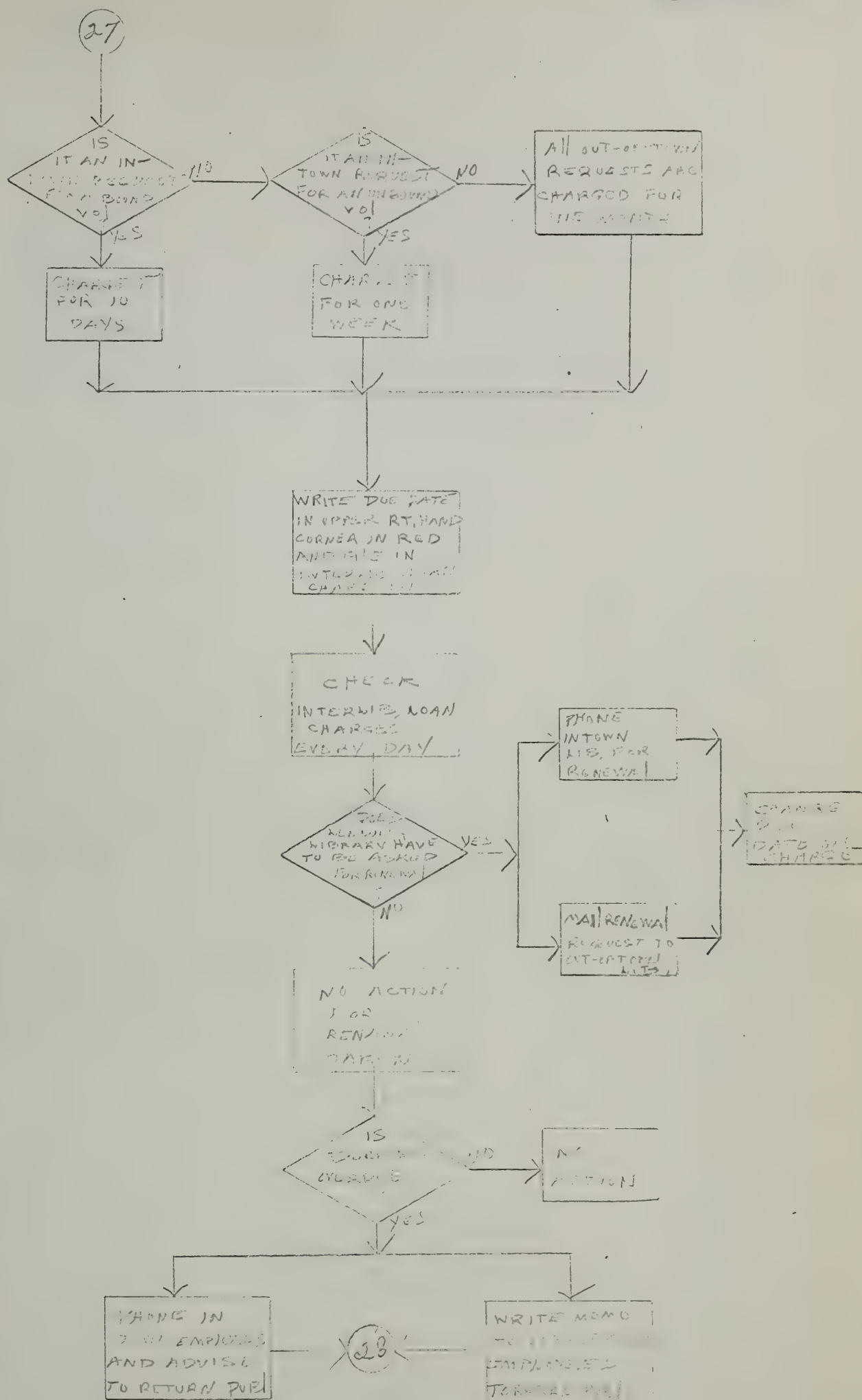
FLOW PROCESS CHART
Division of Lending
page 22 of 41











28

PUBLICATION
LOANED
BY ANOTHER
LIBRARY
IS RETURNED
TO LENDING
BY EMPLOYEE

PULL AD-245
FROM THE
INTERLIB. LOAN
CHARGE FILE

STAMP
ACROSS FACE
THE DATE
RETURNED

FILE AD-245 IN
RETURNS FILE
AND HOLD FOR
CURRENT MONTH
PLUS TWO

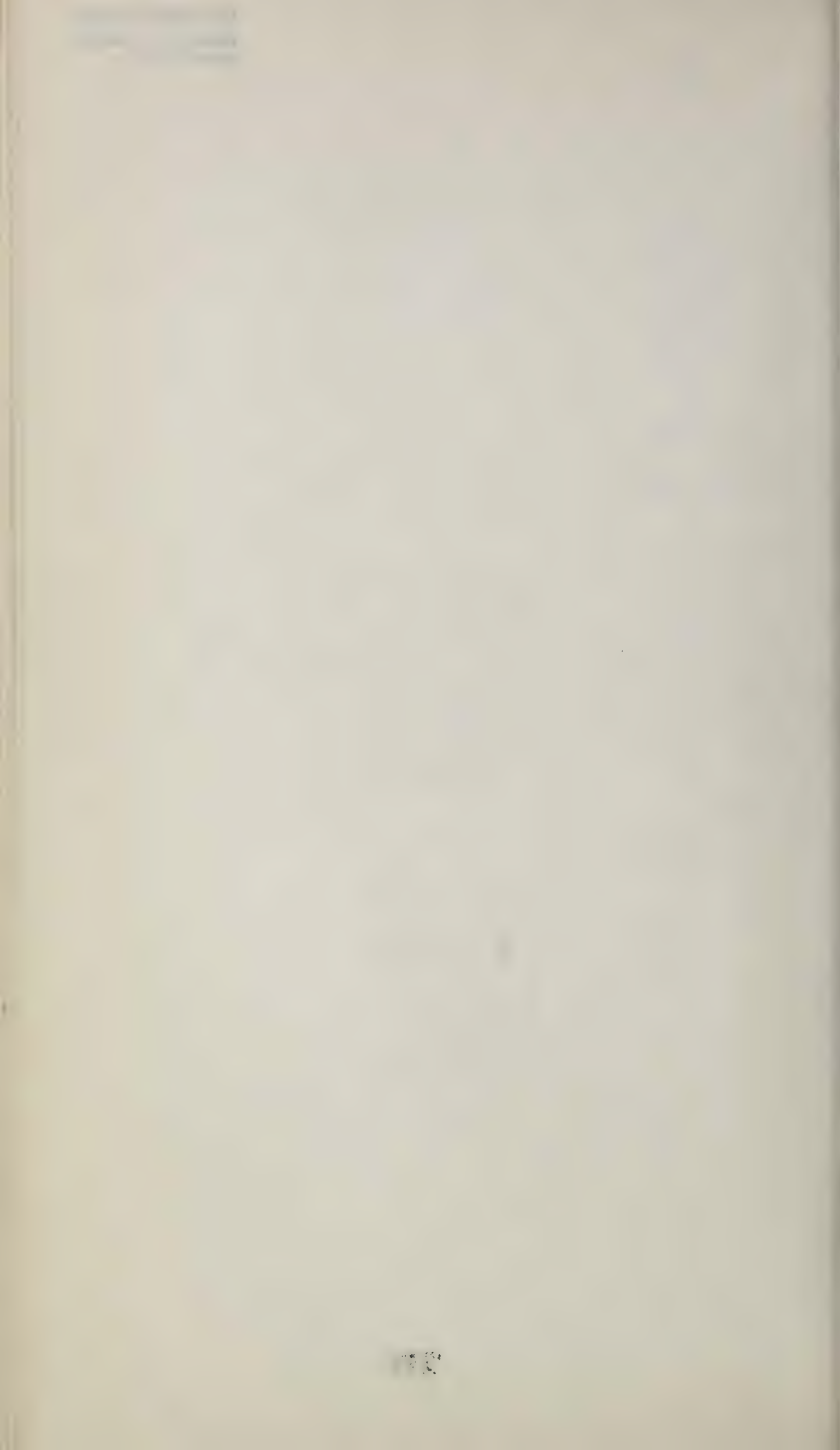
RETURN
PUBLICATION
TO APPROPRIATE
LIBRARY

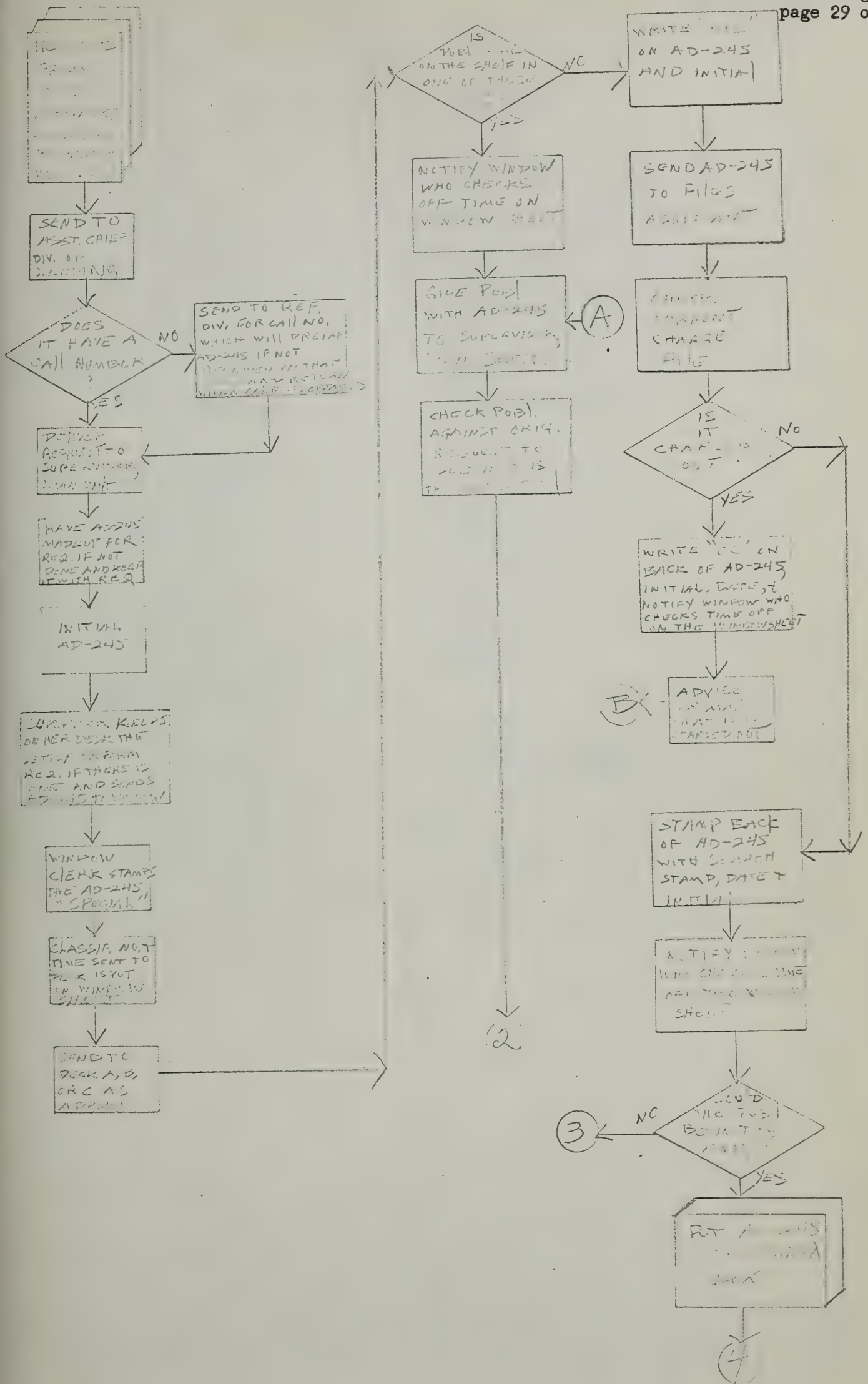
INTOWN GUN,
LIBRARY —
SEND IN
STAMP AND R

OTHER INTER
LIBRARIES —
EXCHANGE
MAIL

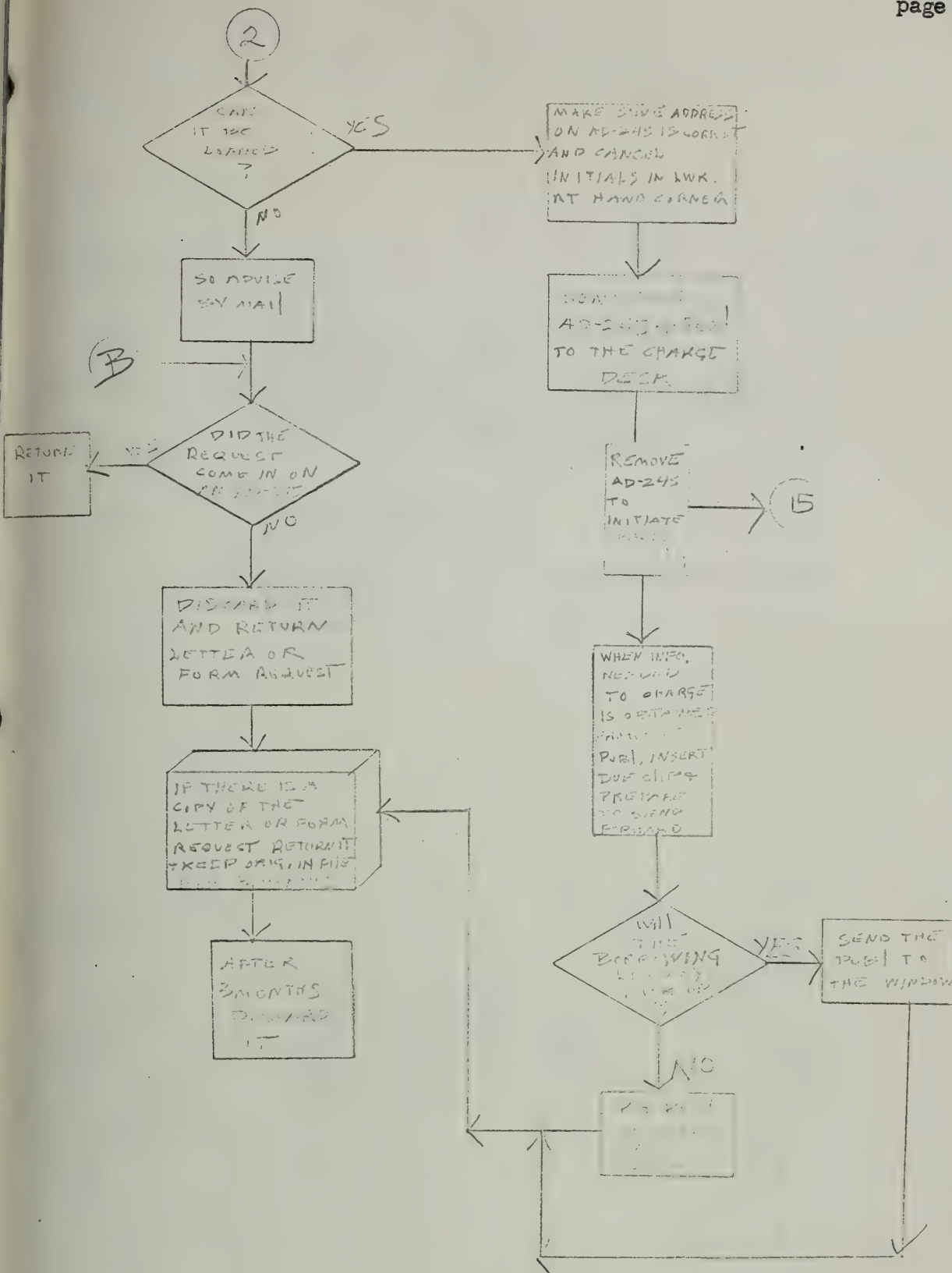
THESE
LIBRARIES
SEND IN
STAMP AND R

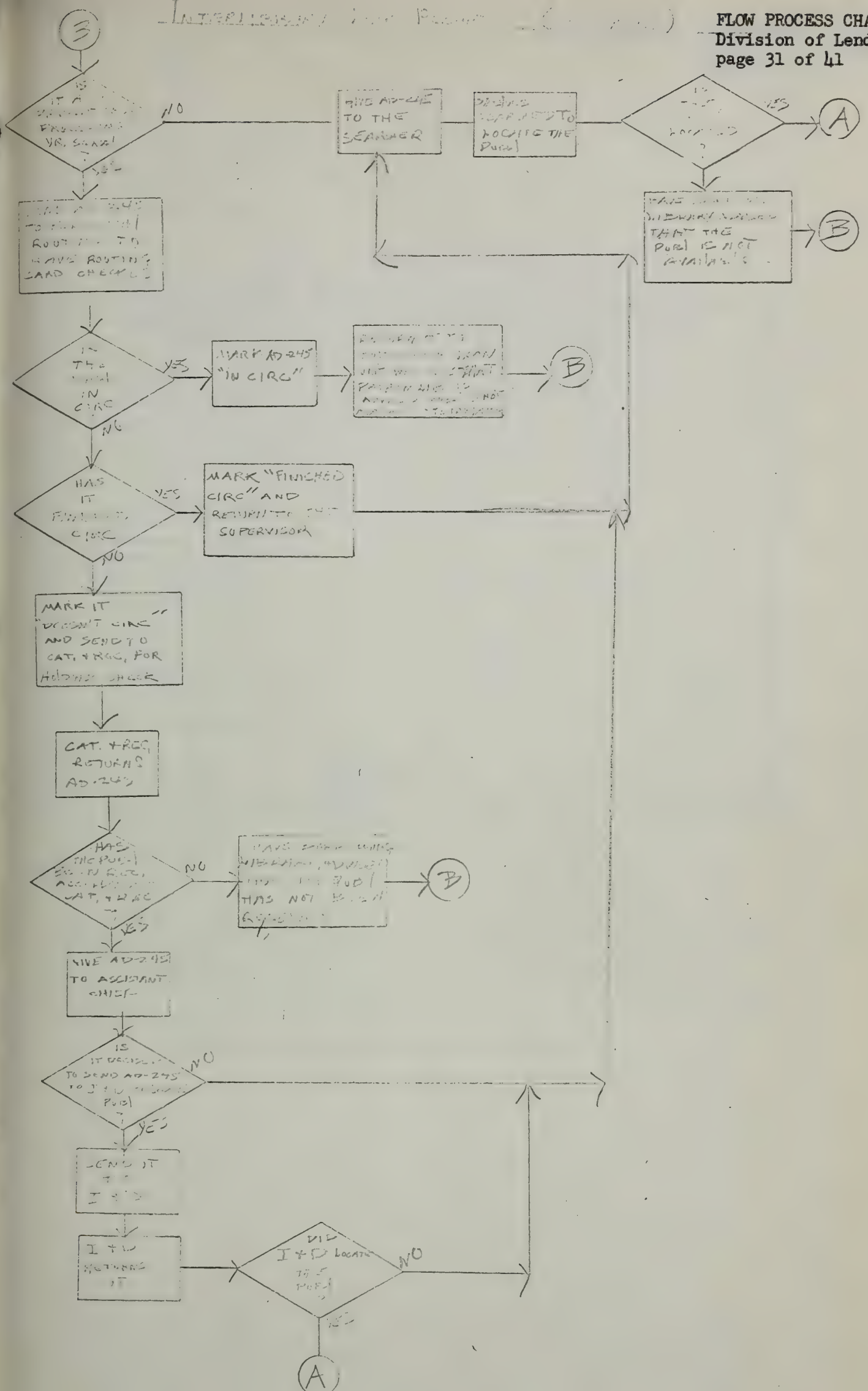
LIBRARIES
FROM OUT-OF-
STATE — SEND
BY CERT. MAIL

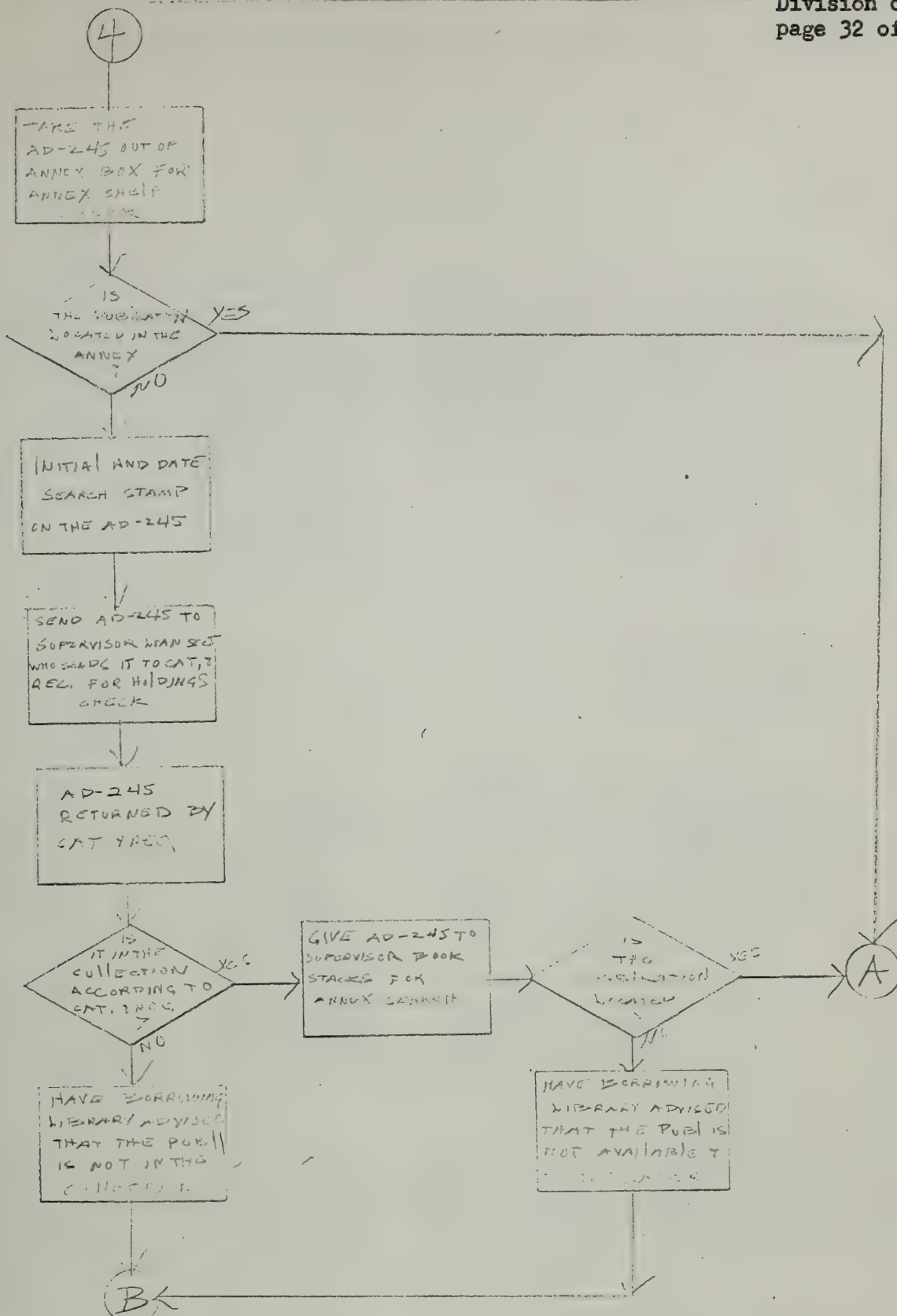




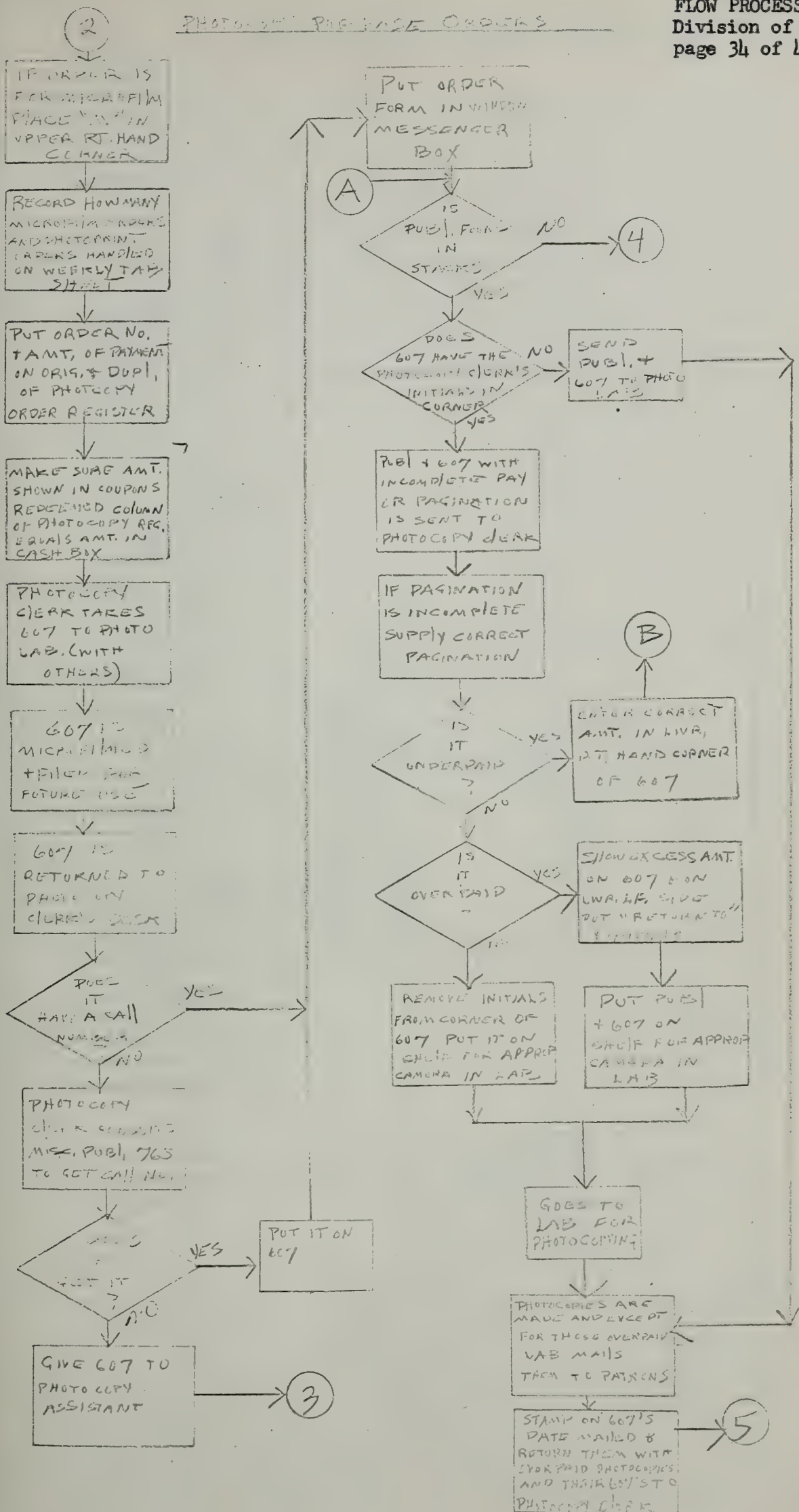


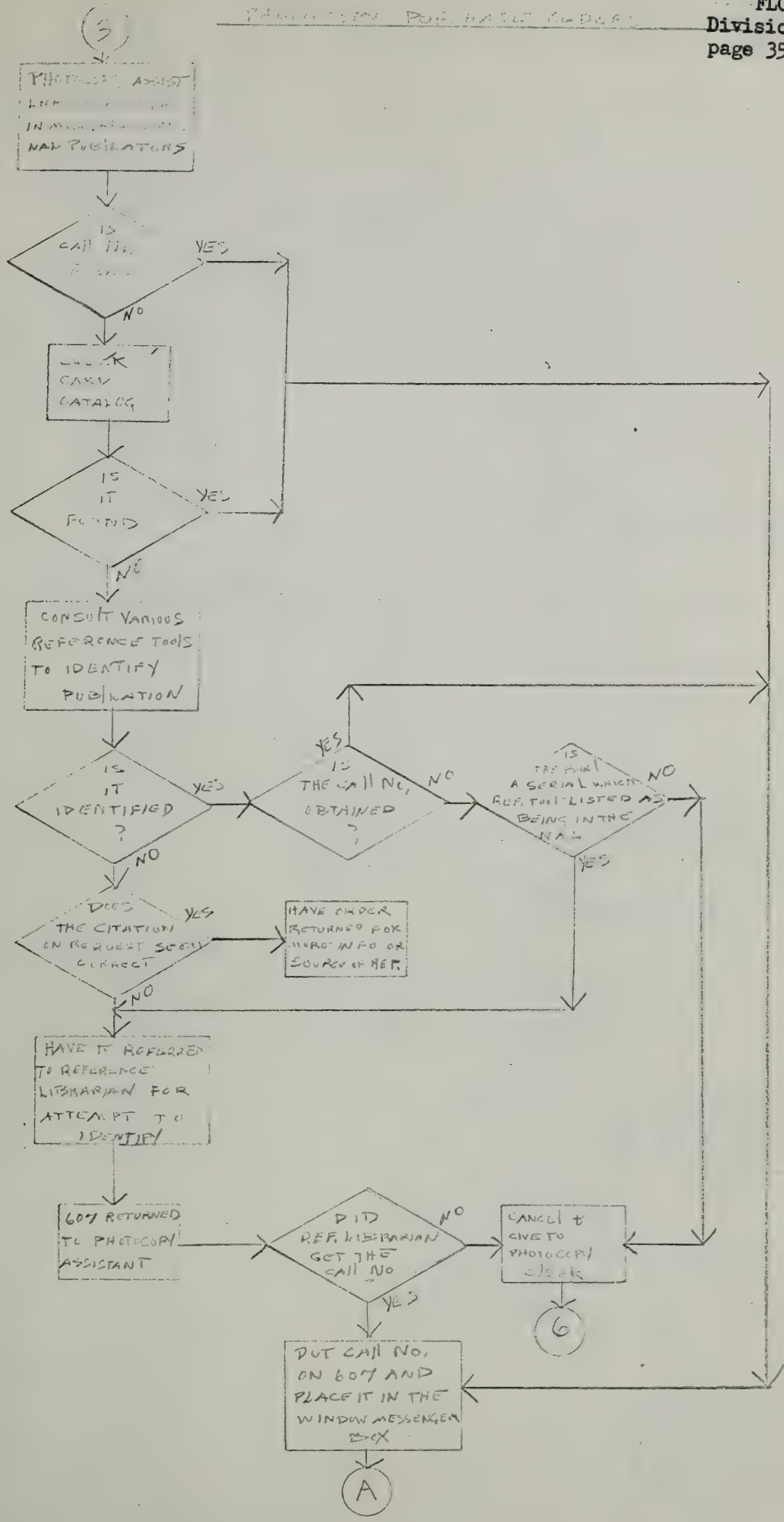


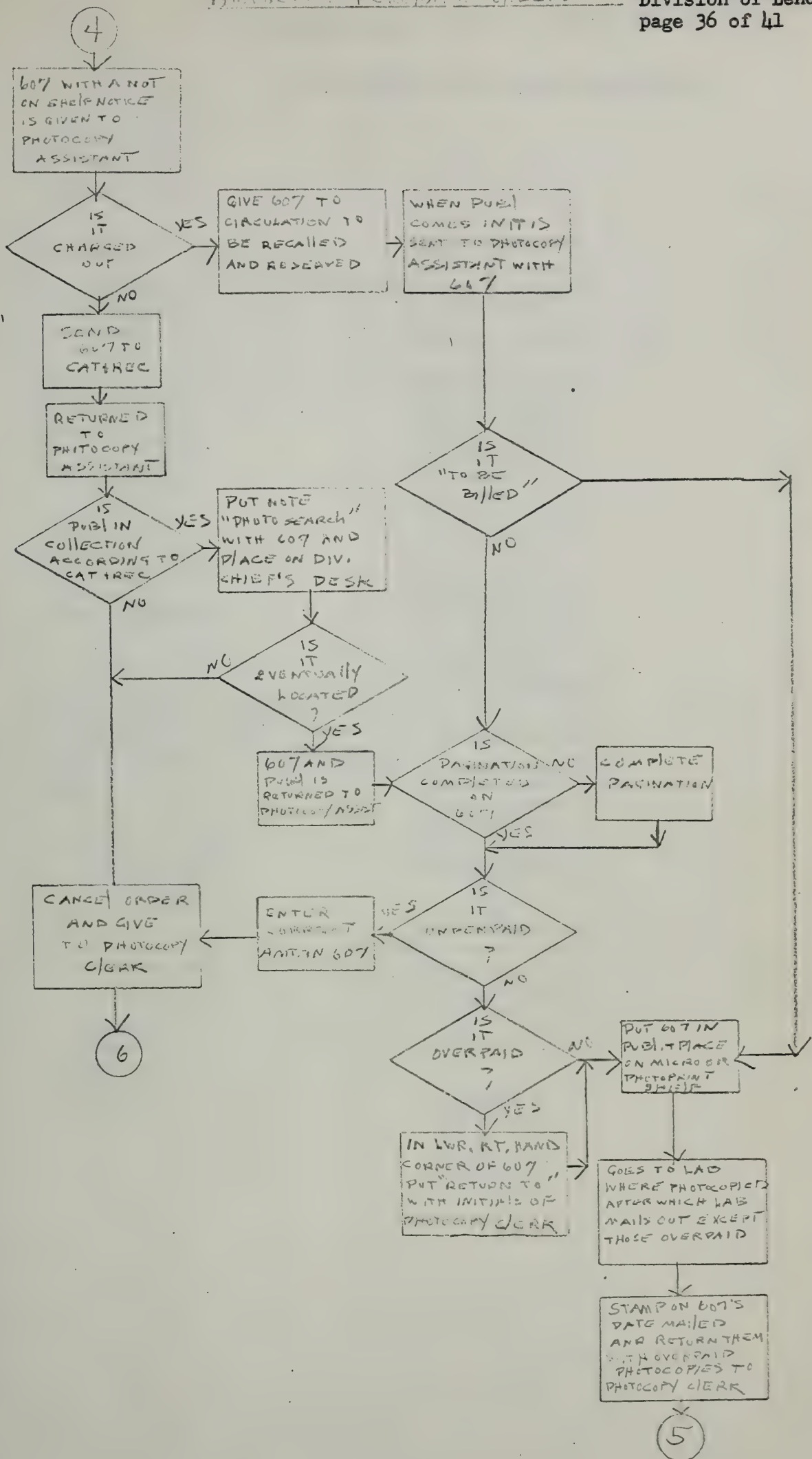




PHOTOCOPY PREFERENCE ORDERS

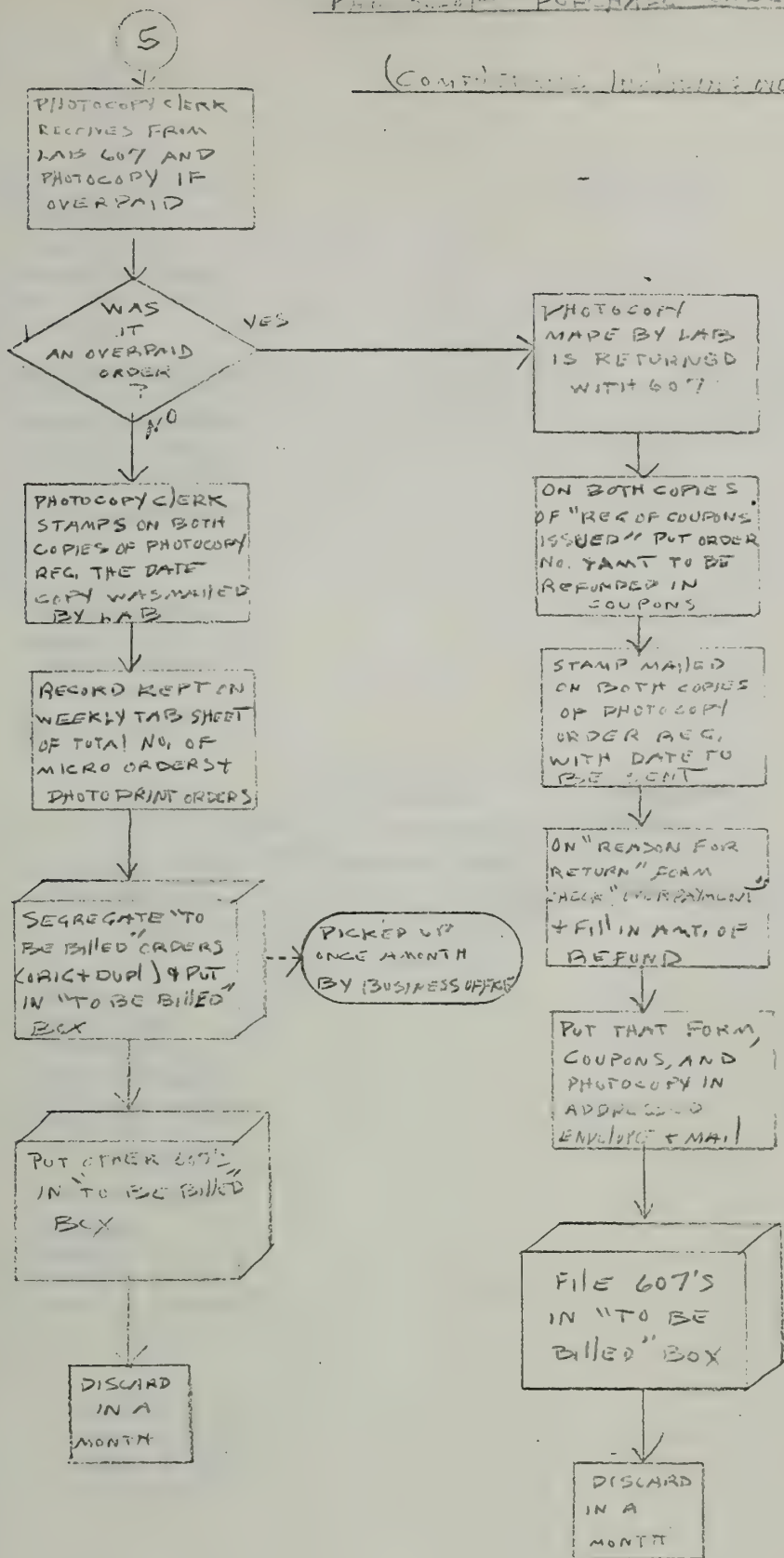




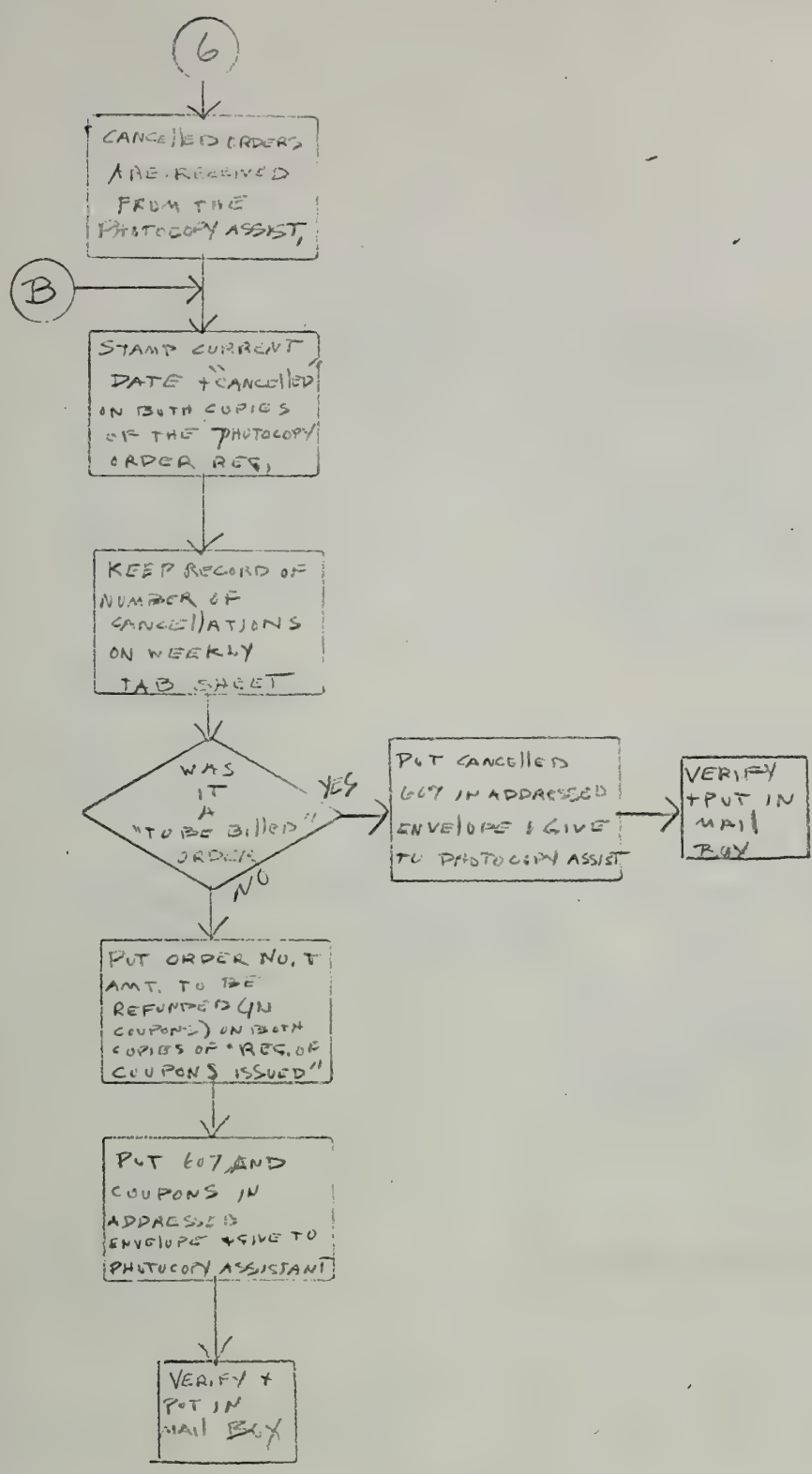


PHOTOGRAPH PURCHASE ORDERS

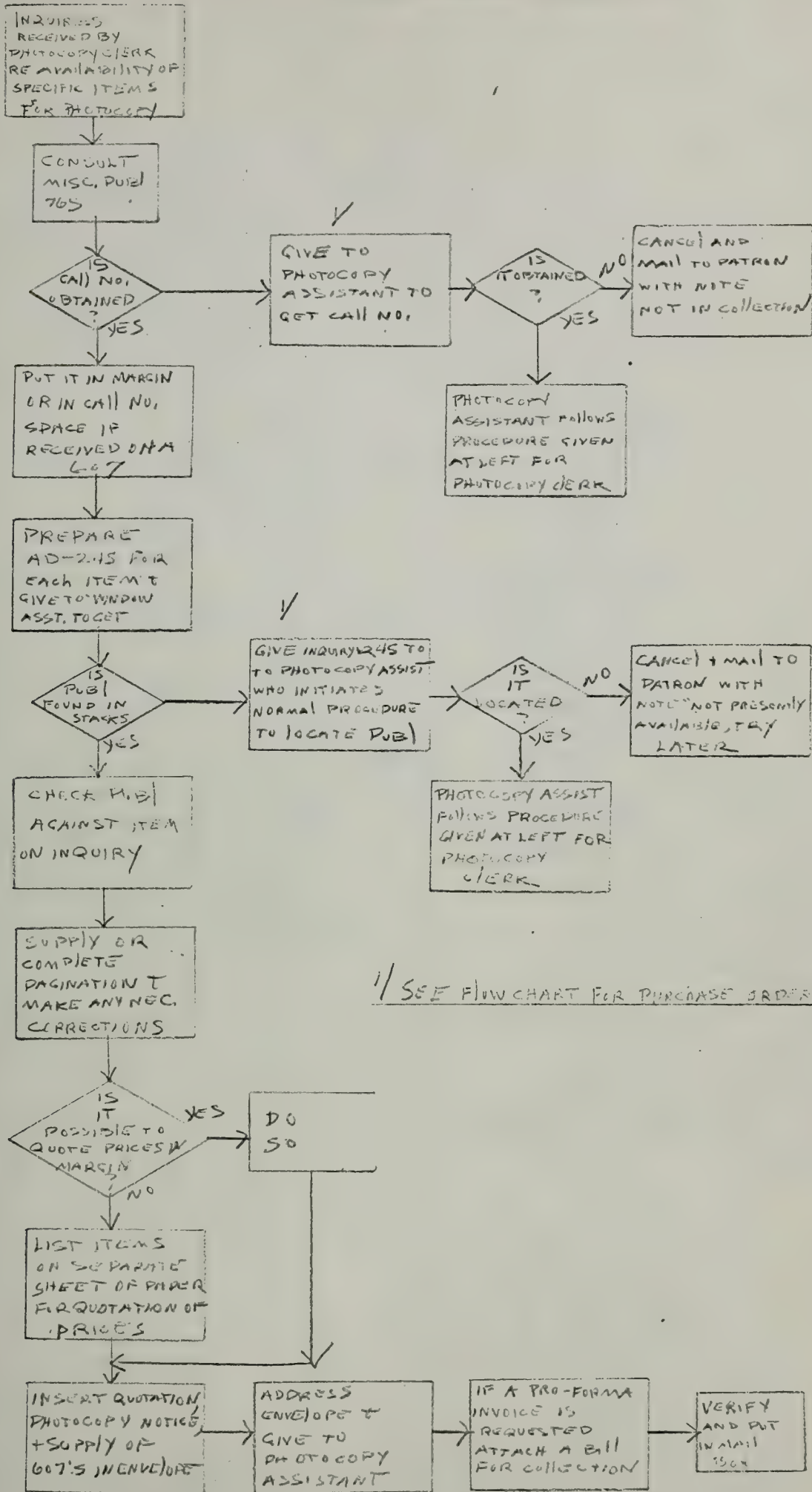
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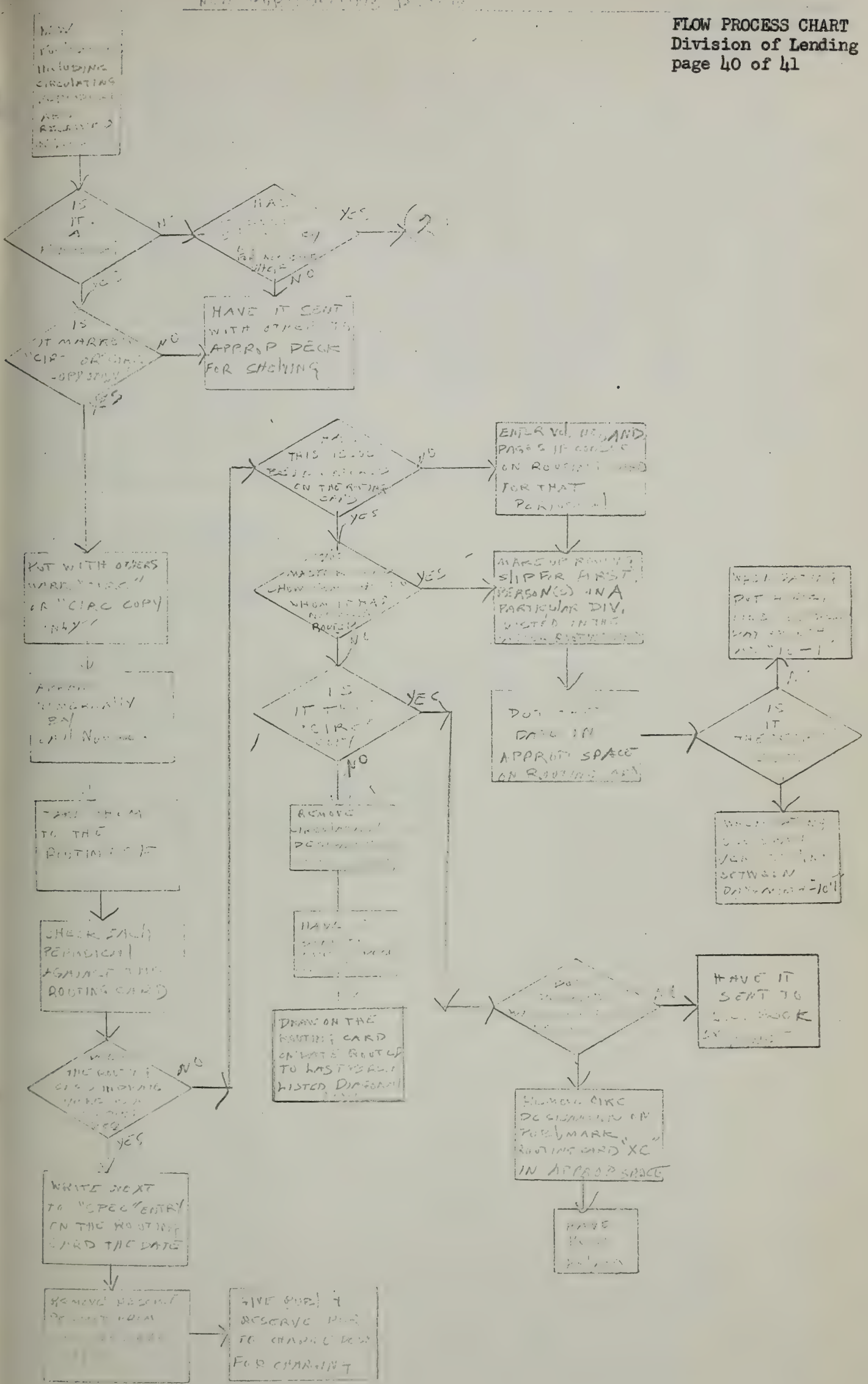


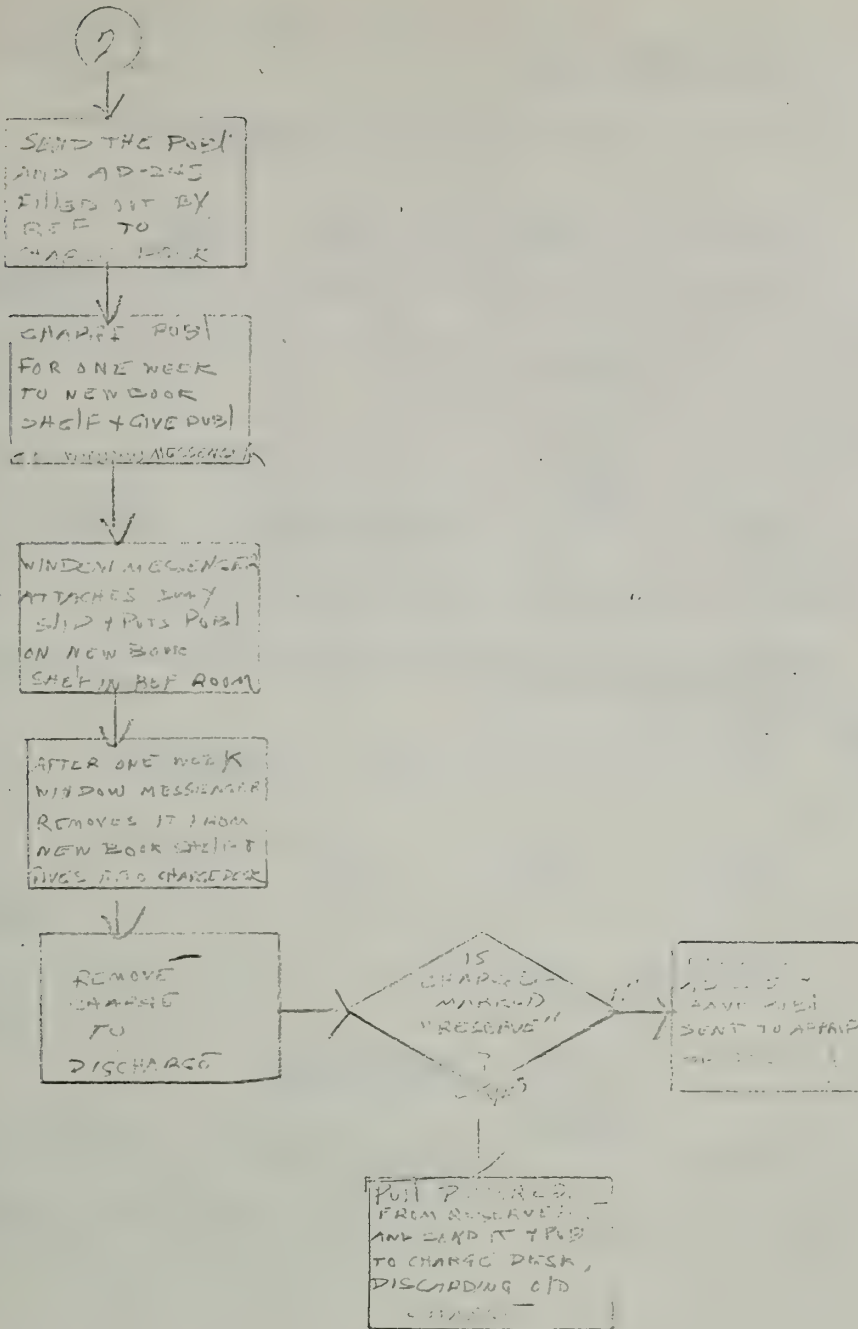
PHOTOCOPY PURCHASE ORDERS
(COMPLETIONS)



INQUIRIES RE PHOTOCOPY PURCHASE
FOR SPECIFIC ITEMS





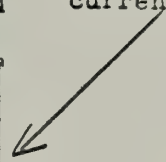


DIVISION OF LEARNING
FORMS

AD-245

Form for describing
material from Library
that is requested.
It becomes the record
of charge

Another use of AD-245
Used for reserving
material which is
currently charged.



CALL NO.		AUTHOR											USDA LIBRARY REQUEST	
		TITLE OF PUBLICATION												
VOL.		NO.		PAGES				DATE						
TITLE OF ARTICLE														
NAME										BUREAU				
ADDRESS										TEL. No.				
										ROOM No.				
										TABLE No.				
GPO 16-64438-1 Do not write in this space AD-245														
1	2	3	4	5	6	7	8	9	10	11	12	13		

SPECIAL MAY 16 1962

CALL NO.		AUTHOR											USDA LIBRARY REQUEST.	
		TITLE OF PUBLICATION												
VOL.		NO.		PAGES				DATE						
TITLE OF ARTICLE														
NAME										BUREAU				
ADDRESS										TEL. No.				
										ROOM No.				
										TABLE No.				
GPO 16-64438-1 Do not write in this space AD-245														
1	2	3	4	5	6	7	8	9	10	11	12	13		

RESERVE

TERMS USED ON FORM AD-245 TO INDICATE

VARIOUS STEPS IN LENDING

Regulars	Requests with 24-hour deadline
Specials	Requests with 10-minute deadline
N O S	Not on the shelves
N C	Not charged out
N C C	Not currently charged
C C	Currently charged
C	Charged out
In circ	Being circulated
Not circ	Not in circulation
Finished circ	Final return after circulation
Doesn't circ	Not to be circulated
I L A	Interlibrary loan
R (preceding call number)	Rare Book (from stacks in Annex Bldg.)
Ref.	Reference Room request
Reserve circ	Indicates a periodical not yet received but expected and will be circulated
RESERVE	Request is awaiting availability of requested material
Bindery	Publication is withdrawn from circulation for repair or maintenance
Lost pub.	Lost publication, awaiting search or replacement
Snag	Indicates returned material for which no charge can be found

Dummy	An AD-245 placed in the file to show where a book is if not on the shelf ,
per.	Periodical
Delay	Stamped on AD-245 to indicate requester has been informed of delay in filling his request
Holes punched in bottom of AD-245..	Represents one week between holes
Notches in holes	Represent overdues
Tel.	Telephone request
Biblio.	Publication requested is in Bibliography Division for processing
Special Ref.	Reference Room material loaned by special permission
Call no. change	Calling attention to a correction or revision in call number
Not yet received	Used to describe a periodical expected soon
Dates according to placement on card '.....	Indicate date requested date charged date due date overdue date renewed date returned date of a step in search
Vol.	Volume of a set or series
Issue number	Used for detailed description of publication
Edition number	" " " " " "
Copy number	Used to identify the Library's copies of an identical publication
Accession number	A number placed on a publication when it is acquired by the Library
N B S	New-book Shelf

C & R	Catalog and Records,, indicating that a publication is being held for cataloging or recording. Refers usually to newly acquired material
Not in Biblio.	Used in search to indicate the publication requested is not included in the <u>Bibliography of Agriculture</u>
Grad. Sc.	A Graduate School book
Recall	A demand for return of a loaned publication needed for photoprinting
Reserved	Notice that a publication is being photoprinted
Search	Indicating that a publication not on the shelf must be traced and its whereabouts determined
Drop	Indicates a name is to be dropped from the periodical routing lists
Add	Add a name to periodical routing lists
Phone	Borrower is to be informed by phone of the status of his request
Rapid	Indicating duplication of a publication if 5 pages or under
Photo	Indicating duplication if 20 pages or more
OK-EM	A stamp used by Assistant Chief, Division of Lending to indicate that a publication is approved for photoduplication
Check holding	Indicates a step in search—to determine whether a requested publication is in the Holdings Records section of the Division of Catalogs and Records
Rush, Return, Send, Hold, Other similar terms.....	Used frequently on AD-245's in regular library operations, such terms have obvious meanings and serve the same purposes as in all office procedures

Pcs. Pieces, with figure, and in upper center
of AD-245, indicating number of pieces
loaned at one time

R (in lower left-hand corner) Room charge

G (in lower left-hand corner) Graduate School charge

INTERLIBRARY LOAN REQUEST

According to the A. L. A. Interlibrary Loan Code

Date of request: 17 May 62

Remarks:

Borrowing
Library
Fill in left
half of form;
attach sheets
A, B and C
to Lending
Library; and
enclose
shipping label.
For use of
Fold →Armed Forces Institute of Pathology Library
Walter Reed Army Medical Center
Washington 25, D. C.

Col Madison

Status

Dept.

Author (or Periodical title, vol. and year)

(Jan issue?)

New Zealand Veterinary Journal Vol. 10, 1962 Pg 7

Title (with author & pages for periodical articles) (Incl. edition, place & date)

Brown, May & Williamson

Verified in (or Source of reference)

☐ Any editionIf non-circulating, please send cost estimate for ☐ microfilm ☐ photoprint

REPORTS: Checked by _____

SENT BY: ☐ BOOK RATE ☐ Express Collect☐ Other Insured for \$ _____

Date sent _____ Charges \$ _____

DATE DUE _____

(or period of loan)

☐ For use in library only

NOT SENT BECAUSE:

← Fold

☐ Not owned by library☐ Non-circulating☐ Hold placed☐ In use☐ Request again☒ Other: Not yet received
5/22/62☐ Suggest you request of:

Estimated Cost of: Microfilm _____

Photoprint _____

RECORDS: (Borrowing library fills in)

INTERLIBRARY LOAN REQUEST

According to the A. L. A. Interlibrary Loan Code

Date of request: 21 May 62

Remarks:

Borrowing
Library
Fill in left
half of form;
attach sheets
A, B and C
to Lending
Library; and
enclose
shipping label.
For use of
Fold →TECHNICAL INFORMATION DIVISION
TECHNICAL LIBRARY BRANCH
FORT DETRICK, MARYLAND

Bateman

Status

Dept.

Author (or Periodical title, vol. and year)

Acta Physiologica Hungarica, 6:125

Title (with author & pages for periodical articles) (Incl. edition, place & date)

Ernst, E.; & Makaresz, D.

Verified in (or Source of reference)

☐ Any editionIf non-circulating, please send cost estimate for ☐ microfilm ☐ photoprintINTERLIBRARY LOAN SERVICE
U.S. DEPARTMENT OF AGRICULTURE
MAY 22 1962

REPORTS: Checked by _____

SENT BY: ☐ BOOK RATE ☐ Express Collect☒ driver Insured for \$ _____

Date sent _____ Charges \$ _____

DATE DUE _____

(or period of loan)

☐ For use in library only

NOT SENT BECAUSE:

← Fold

☐ Not owned by library☐ Non-circulating☐ Hold placed☐ In use☐ Request again☐ Other:☐ Suggest you request of:

Estimated Cost of: Microfilm _____

Photoprint _____

RECORDS: (Borrowing library fills in)

Date vol. received _____

Date vol. returned _____

By ☐ BOOK RATE ☐ Express Prepaid

Other _____ Insured for \$ _____

RENEWALS: (Request and report back on
sheet C: Interim Report)

Requested on _____

Renewed to _____

(or period of renewal)

Lending
Library
Fill in per-
tinent items
under
REPORTS;
return sheets
B and C to
Borrowing
Library

Note: No acknowledgement of receipt or return is required. The receiving library assumes responsibility for notification of non-receipt. Stamps in payment of transportation costs should accompany sheet D: Notice of return. AUTHORIZED BY: GEORGE YASHUR EHA

INTERLIBRARY LOAN

(Sample of Mailing Label)

POSTAGE AND FEES PAID
LIBRARY OF CONGRESSLibrary
Forest Products Laboratory
Forest Service
U. S. Department of Agriculture
Madison 5, Wisconsin

LIBRARY MATERIALS

GPO

From LIBRARY OF CONGRESS
REFERENCE DEPARTMENT—LOAN DIVISION
WASHINGTON 25, D. C.

UNITED STATES DEPARTMENT OF AGRICULTURE
LIBRARY
WASHINGTON 25, D. C.

LOANS TO OUT-OF-TOWN LIBRARIES

Publications in the collection of the U. S. Department of Agriculture Library will be made available for loan to out-of-town libraries in accordance with the following:

Method of Requesting:

1. Borrowing libraries will submit requests in duplicate. The carbon copy will be used for reply.
2. Requests may be made by letter or by form, according to the current practice of the borrowing library.
3. Individuals requesting loans will be referred to their serving libraries so that all requests may be made on an interlibrary loan basis.
4. Since items requested must be transferred to this library's request slips before shelves can be checked, service would be expedited if each item requested were noted on one of these request slips (Form AD-245). Such forms will be supplied by this library upon request. These forms may be used in lieu of request letter or form, if desired.

Citations:

1. Citations should be complete, especially in cases of periodical requests.
2. Borrowing libraries should verify references before requesting loans. This library will not verify incorrect references unless the borrowing library has exhausted its bibliographic resources, in which case notation to this effect, and summary of sources searched, should be furnished by the borrowing library.

Loanable Material:

1. Borrowing libraries should request from this library only material not generally available elsewhere. Issuances of another federal agency should be requested from that particular agency, and requests for such material should be directed to this library only when the source-agency library is unable to supply.
2. Material in the following categories is not generally available for out-of-town loan:
 - a. Periodicals.
 - b. Foreign statistical publications (Classes 253 - 273).
 - c. Rare books.
 - d. Publications in the Reference collection.
 - e. Reserve material.
3. Borrowing libraries are requested to purchase photoprint or microfilm in lieu of loan insofar as possible.

- over -

Loan Period:

1. Material is loaned for one month.
2. Renewals will be considered, if request for renewal is received on or before the due date.
3. Material loaned is due in this library on the date noted on the Due Slip which is inserted in the volume being loaned.

Reserves:

1. Material out on loan, in use, or at the bindery, will not be reserved for other libraries.
2. Requests for material previously so reported will be accepted on a first-time basis.

Recalls:

1. Publications loaned to other libraries are subject to immediate recall when needed by this library.
2. Material so recalled must be forwarded to this library within, 24 hours after receipt of the recall notice.

Delivery:

1. Material being sent on loan will be transmitted by Registered Mail or Express Collect, depending on the size and weight of the shipment.
2. Returns should be made by Registered Mail, Insured Mail, or by Express Prepaid.

Returns:

1. Material is considered overdue if received in this library after the due date noted on the Due Slip.
2. Continued disregard by a borrowing library of the due date may result in cancellation of borrowing privileges until records are satisfactorily cleared.

Replacements:

Borrowing libraries should replace borrowed material if:

1. Mutilated while on loan.
2. Lost while in use in the borrowing institution.
3. Lost in transit.

March 26, 1956

THE LIBRARY OF CONGRESS

REFERENCE DEPARTMENT

LOAN DIVISION

INTERLIBRARY LOAN

Under the system of interlibrary loans the Library of Congress will lend certain books to other libraries for the use of investigators engaged in serious research. The loan will rest on the theory of a special service to scholarship which is not within the power or the duty of the local or regional library to render. Its purpose is to aid research calculated to advance the boundaries of knowledge, by the loan of unusual books not readily accessible elsewhere. It is organized to complement the resources of other libraries, but not to supply the major part of the materials needed for any extended research. Consequently, it does not contemplate, nor its scope extend to, loans of large numbers of items required for use in a single investigation.

The material lent cannot include, therefore:

- (a) Books that should be available from a local or regional library (such as a State library) having a particular duty to the area from which the application comes.
- (b) Books that are in print and procurable through ordinary trade channels.
- (c) Books for the general reader, textbooks, or popular manuals.
- (d) Books for student or study club work, or the preparation of a thesis.
- (e) Books in constant use in Washington, the loan of which would be an inconvenience to Congress, or to other Government agencies, or to reference readers in the Library of Congress. These conditions would ordinarily exclude from this loan system many official documents, books in the several reference collections, language dictionaries, and encyclopedias.
- (f) Newspapers and periodicals.
- (g) Genealogies and United States local and State histories.
- (h) Sheet music and librettos.
- (i) Motion picture films.
- (j) Phonograph and language records.
- (k) Books in the Rare Book Collections.
- (l) Manuscripts.
- (m) Volumes in poor physical condition.
- (n) Material which by reasons of its size or its character requires expensive packing or high insurance.

Loans to colleges and universities are customarily limited to books required by faculty members for use in their personal researches.

Music (except in certain cases such as unbound music, manuscripts, first editions, rare volumes, or parts for orchestral or chamber music works) is lent on the same conditions as books. Musical scores so lent, however, may not be used for performances, but for reference and study only.

The borrowing library must assume complete responsibility for the safety and prompt return of all material borrowed. It is expected to apply to the material borrowed the same safeguards it would apply to material of its own, requiring to be used on its premises any material that it would not itself lend for use outside. The borrowing library is expected also, in cases of loss or damage, to attend to details of making replacements.

Subject to the limitations indicated above, the Library of Congress welcomes applications for loans coming properly within the intent and purpose of the system. It must emphasize, however, that its ability to deal promptly and effectively with such requests will often depend upon the clearness and specification of the applications. Those applications which require research to identify the material requested or to select items responsive to a need must yield precedence to explicit requests for particular works.

All expenses of carriage are to be met by the borrowing library. Borrowers who wish to have interlibrary loans sent to them by mail may make a deposit with the Loan Division sufficient to cover the cost of postage and insurance. Unless such deposits are made, interlibrary loans are sent by express, charges collect.

Photoreproductions of materials in the collections of the Library of Congress are available at moderate cost. The filling of an order for photoreproduction is dependent on availability of the material in the Library of Congress, and on written permission from the copyright owner in the case of copyrighted material. Send your request, including complete bibliographic data, to: *Chief, Photoduplication Service, Library of Congress, Washington 25, D. C.*

U. S. GOVERNMENT PRINTING OFFICE

UNITED STATES DEPARTMENT OF AGRICULTURE
LIBRARY
WASHINGTON 25, D. C.

TO: Mr. Jerome Cheadle
Library of Congress
Washington 25, D. C.

SUBJECT: Interlibrary Loan (only item checked applies)



Please lend the material listed below. It is needed for official use in this Department.



Returned with our thanks the material listed below which you recently loaned us.

Pauline W. Jennings

Pauline W. Jennings
Acting Chief
Division of Lending

Inter-Departmental Messenger Service: Stop 209
Telephone: DUDley 8-5508, Code 111, Extension 5508

Union Catalog
The Library of Congress
Washington, D. C.

We desire to locate copies of the following titles for inter-library borrowing. Please circularize the A. R. L. membership for titles of which no loanable copies are found in your records:

Item number

Return Address Over:

Address of Sending Library Here



FOLD

UNITED STATES DEPARTMENT OF AGRICULTURE

LIBRARY

WASHINGTON 25, D. C.

Mr. Legare Obear, Chief
Loan Division
Library of Congress
Washington 25, D. C.

Dear Sir:

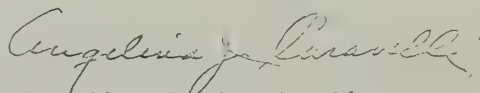
The material noted below is needed for official use in the

Library
Eastern Utilization Research and Development Division
Agricultural Research Service
U. S. Department of Agriculture
600 East Mermaid Lane
Philadelphia 18, Pennsylvania

If you can send it direct to them, the favor will be appreciated.
An addressed mailing label is enclosed for your convenience in
mailing.

If you are not able to lend the material, please notify the Agency
Library direct at the above address.

Sincerely yours,



Angelina J. Carabelli
Chief, Circulation and
Photocopy Section

Enclosure



• UNITED STATES DEPARTMENT OF AGRICULTURE

LIBRARY

WASHINGTON 25, D. C.

TO: Mr. Eugene O'Neal, Chief
Library Division
Library of Congress
Washington 25, D. C.

SUBJECT: Interlibrary Loan

The material noted below is needed for official use in the

U. S. Dept. of Agriculture
Library, Beltsville Branch
Administration Building
Plant Industry Station
Beltsville, Maryland
Tel. WE 5-4620 Ext. 416

If you can send it direct to them, the favor will be appreciated. An addressed mailing label is enclosed for your convenience in mailing.

If you are not able to lend the material, please notify the Agency Library direct at the above address.

Sincerely yours,

Pauline W. Jennings

Pauline W. Jennings
Acting Chief
Division of Lending

Enclosure

DUE

Used by any one entitled
to borrow from the Library

TO: _____

Used by persons using Carrells.
Material to be used only in Library

This publication is charged
to the above. Any transfer
should be reported promptly
to the Library, Ext. 6811

Please reverse slip in
returning the publication.

REFERENCE BEGINS ON

PAGE _____

CARRELL RESERVE

DATE DUE

CALL NO.

CARRELL NO.

Book removed from
shelf but not charged.
Can be returned
directly to stacks

RETURN TO:

U.S. Department of Agriculture
National Agricultural Library
Rm. 1052 South Building
Washington 25, D. C.

LF-615
(Rev. 4-62)

Form initiated in Mailing Room
to record cash or coupons received
in the mail for Photocopy orders
Delivered to Photocopy unit with orders.

U. S. DEPARTMENT OF AGRICULTURE
Library

Month of _____

601



Copy of Library Request Form

Copy used to notify requestor of action taken on his request. Material not available because of one of 3 conditions:

1. Received but not cataloged
2. On order but not received
3. Not on order but recommended.

Use this form to request Acquisition to obtain copies- Usually a request for :
Extra copies
Replacement copies

REQUEST FOR PHOTOCOPYING SERVICE

U.S. DEPARTMENT OF AGRICULTURE, LIBRARY		REQUEST FOR PHOTOCOPYING SERVICE		LIBRARY CALL NO.	DO NOT WRITE IN THIS SPACE
AUTHOR(S)					
TITLE OF BOOK OR PERIODICAL					
TITLE OF ARTICLE				Payment of \$ _____ made by <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> Lib. Coupon <input type="checkbox"/> UNESCO Coupon <input type="checkbox"/> To be billed (See Credit over)	
VOLUME	NO.	DATE OF ISSUE	PAGES INCLUSIVE		

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Signed _____

ORDER RETURNED BECAUSE

- ☐ Advance payment required. Submit \$ _____
- ☐ Insufficient funds. Submit \$ _____
- ☐ Not in Library Collection.
- ☐ At Bindery.
- ☐ Incorrect Reference.
- ☐ Other.

For material which must be used in Reading room

RETURN BY MESSENGER

REFERENCE PUBLICATION

DUE _____

This material is subject to immediate recall and must be returned, BY MESSENGER, on or before date due.

For material in Reference room collection

For material in Graduate School Collection

NOT RENEWABLE

DUE _____

TO: _____

This book is charged to the above. Any transfer should be reported promptly to the Library, Br. 6811.

PLEASE RETURN PROMPTLY

Grad School

Library,
Department of
Agriculture
Room 1052
South Building
Graduate School
Reserve Collection

RETURN TO:

RETURN BY MESSENGER

to

U. S. Dept. of Agriculture
Library
Loan Window
Room 1052 - South Building

Return to:

Loan Window

U.S. Department of Agriculture

Library

Control Sheet--
Form for recording Special Requests
for material. Patron may be waiting
or to be notified by phone.

DIVISION OF LENDING
FORMS

WINDOW SHEET

No.	Class no.	Time		No.	Class no.	Time		No.	Class no.		
		Sent	Ret'd			Sent	Ret'd			Sent	Ret'd
1				34				67			
2				35				68			
3				36				69			
4				37				70			
5				38				71			
6				39				72			
7				40				73			
8				41				74			
9				42				75			
10				43				76			
11				44				77			
12				45				78			
13				46				79			
14				47				80			
15				48				81			
16				49				82			
17				50				83			
18				51				84			
19				52				85			
20				53				86			
21				54				87			
22				55				88			
23				56				89			
24				57				90			
25				58				91			
26				59				92			
27				60				93			
28				61				94			
29				62				95			
30				63				96			
31				64				97			
32				65				98			
33				66				99			
								100			

No. Specials _____

% Late _____

Attendance _____

No. Reference Room Charges _____



448.9
Am37

American Medical Association. Journal.

F & D
Dr. Kent J. Davis
Room 6141
X 2324

(1) Personnel Record--
A card for each individual
who has one or more
periodicals routed to him.

(2)
Master Routing Card-
List of names or
agency receiving
the publication,
card for each
Division, with
journal circulated
in order of listing

448.9 Am37

American Medical Association. Journal.

1. Display

~~5. AMS-TBB~~
~~Leonard Carroway~~

2. F & D

Dr. Kent J. Davis

3. Inf.

Helen C. Douglass

4. Pers

Dr. Lee K. Buchanan

1961

[illegible]

(3)
Routing Card--
Entry card, history
of routing by
individuals listed
on Master Card.

(4)-
Journal
Routing
slip
shows
borrowers
and dates

DO NOT REMOVE THIS SLIP

Cancel name and forward to next borrower within 3 days

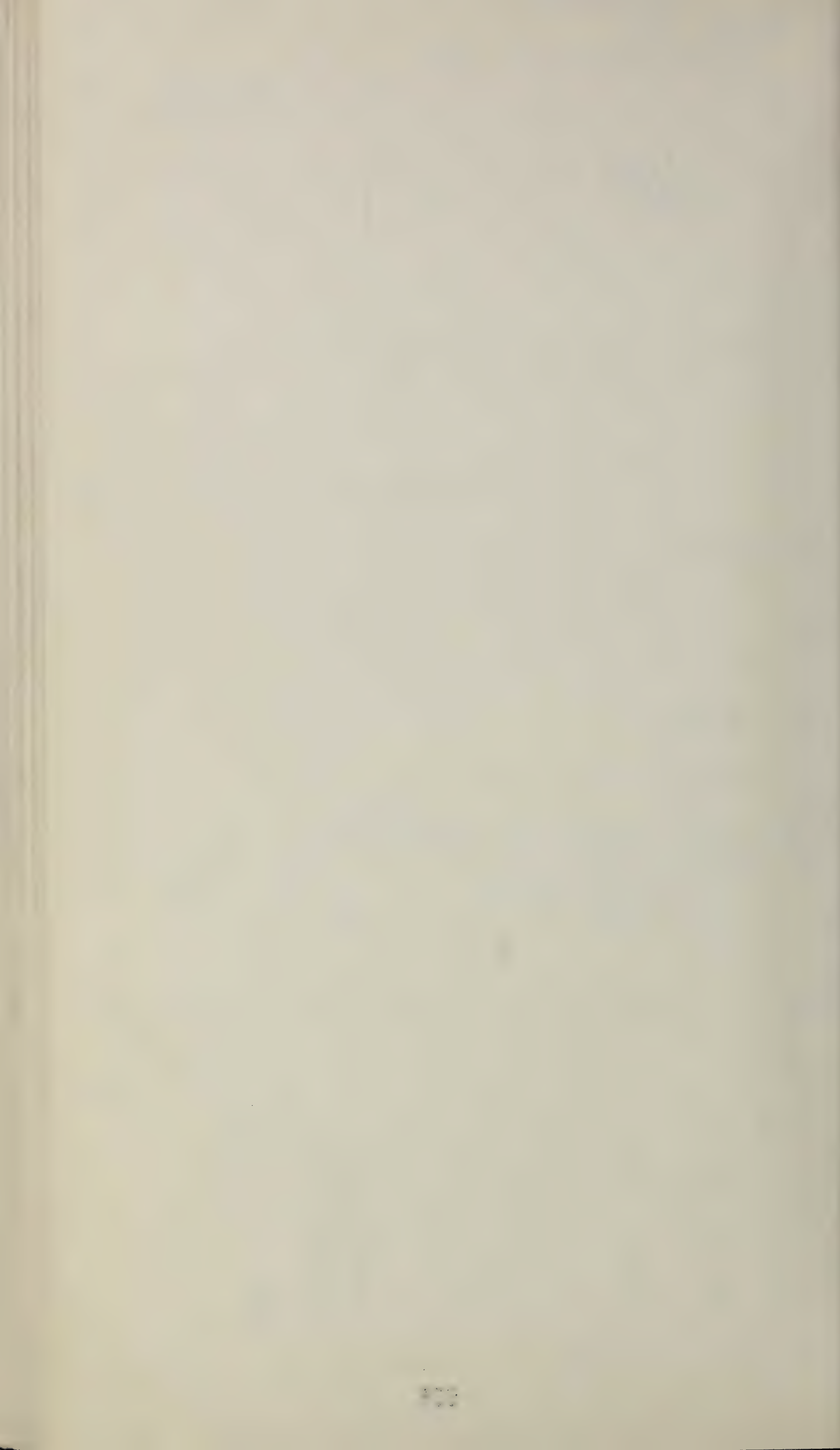
OCT 4 1962

227

Dr. H. Davis

Return to:
U.S. Department of
Agriculture Library
Washington 25, D.C.

IF-614
(2/62)



FIELD AND SPECIAL SERVICES

Division of Indexing and Documentation

DIVISION OF INDEXING AND DOCUMENTATION

The work of the Chief of the Division of Indexing and Documentation is divided into the following main parts:

1. Policy. Develops policies and plans for the effective dissemination of agricultural information through issuance of indexes to the literature, and through other systems for documenting published materials.
2. Bibliography of Agriculture. Plans, develops, and compiles the Bibliography of Agriculture, a comprehensive monthly index to the literature in agriculture and its underlying physical and social sciences, and prepares it for publication. Cooperates with specialists in the Department in classifying references and develops subject headings to be used in the index.
3. Special Projects. Provides translation and bibliographic services in special languages to other agencies under contract arrangements. Conducts surveys of current agricultural and related scientific publications in special areas, such as those received from Japan, Taiwan, Mainland China, North and South Korea, with the objective of evaluating and indexing oriental materials now in the library.

This report does not cover policy, but does give a detailed report of the following in three distinct sections:

1. The eleven monthly issues of the Bibliography of Agriculture (January through November). This consists of a classified arrangement of references under the following subjects: (1) Plant Science; (2) Soils and Fertilizers; (3) Forestry; (4) Animal Industry; (5) Entomology; (6) Agricultural Engineering; (7) Agricultural Products; Processing, Distribution, and Statistics; (8) Agricultural Economics and Rural Sociology;

(9) Food and Human Nutrition; and (10) Miscellaneous. The classified section is followed by the listing of: (1) New Periodicals and Serials; (2) Translations; (3) USDA Publications; (4) State Agricultural Experiment Station Publications; (5) State Agricultural Extension Service Publications; and (6) Food and Agricultural Organization of the UN (FAO) Publications. The last section of each monthly issue (except November) is an author index for each issue.

2. The December issue of the Bibliography of Agriculture is devoted wholly to a subject index and the cumulated author index to the proceeding eleven issues.
3. Special Projects -- A brief report on the special projects now carried on by this division of the National Agricultural Library.

Note--Since the Annual Index to the Literature of American Economic Entomology was discontinued in March, 1962, no report was submitted on this previous project.

The staff of this division consists of the following personnel at the present time:

<u>Number</u>	<u>Grade Classification</u>	<u>Job Description</u>
1	GS 4	Division Secretary
1	GS 13	Division Chief
(For Bibliography of Agriculture Section)		
8	GS 3	Clerk-Typists
1	GS 3	Library Assistant
2	GS 4	Proof Readers
1	GS 5	Proof Reader and Mail Distributor
1	GS 6	Clerical Unit Supervisor
2	GS 9	Bibliographers
8 3/5	GS 11	Bibliographers (one works part-time for other departments)

<u>Number</u>	<u>Grade Classification</u>	<u>Job Description</u>
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(For Indexing Oriental Materials Section)

1	GS 4	Secretary
1	GS 7	Bibliographer
1	GS 13	Bibliographer

The personnel of the Bibliography Section all have assigned duties but they also do other duties to help meet the deadlines created by the publishing of a monthly publication. The division secretary (and even some other secretaries of the Library) "helps out" as needed and there is no accurate record of the amount of this work done and by whom.

Due to changes of personnel (especially in the last months) and the different rates of speed to accomplish a particular task between different people or even the same person at different times, it was decided to use the "standard rate" for each job where one has been set up. For jobs where no standard has been developed (particularly for the Division Chief, Division Secretary, and Clerical Unit Supervisor) an average of all available records were used. These standards have been developed over a number of years and agree with the accomplishment of each group over an average year's time. As a whole, the standards are too high where there is a turnover of help and new help has to be trained (typists) and too low where the turnover is slight. Most of the Bibliographers have worked on the Bibliography of Agriculture for 5 to 15 years and exceed their goals by a large margin.

For rates for this report, the 1961 Bibliography was used as a standard. It consisted of 94,302 classified items, listings in the Russian language, and periodicals.

These 94,302 items were considered a normal presentation. It was estimated that there were 188,604 subject matter slips and 122,593 author slips. The estimated time that is taken for 1961 is added to each section at the end of each job description by parenthesis.

In addition to the time reported, there were several miscellaneous jobs in which there was no accurate breakdown of times as was reported as follows:

The Division Chief reported only 240 hours of his time in the preparation of the annual edition of the Bibliography of Agriculture. The rest of his time was divided under the three main projects -- Policy, Bibliography of Agriculture, and Special Projects, but no record was kept as to the distribution.

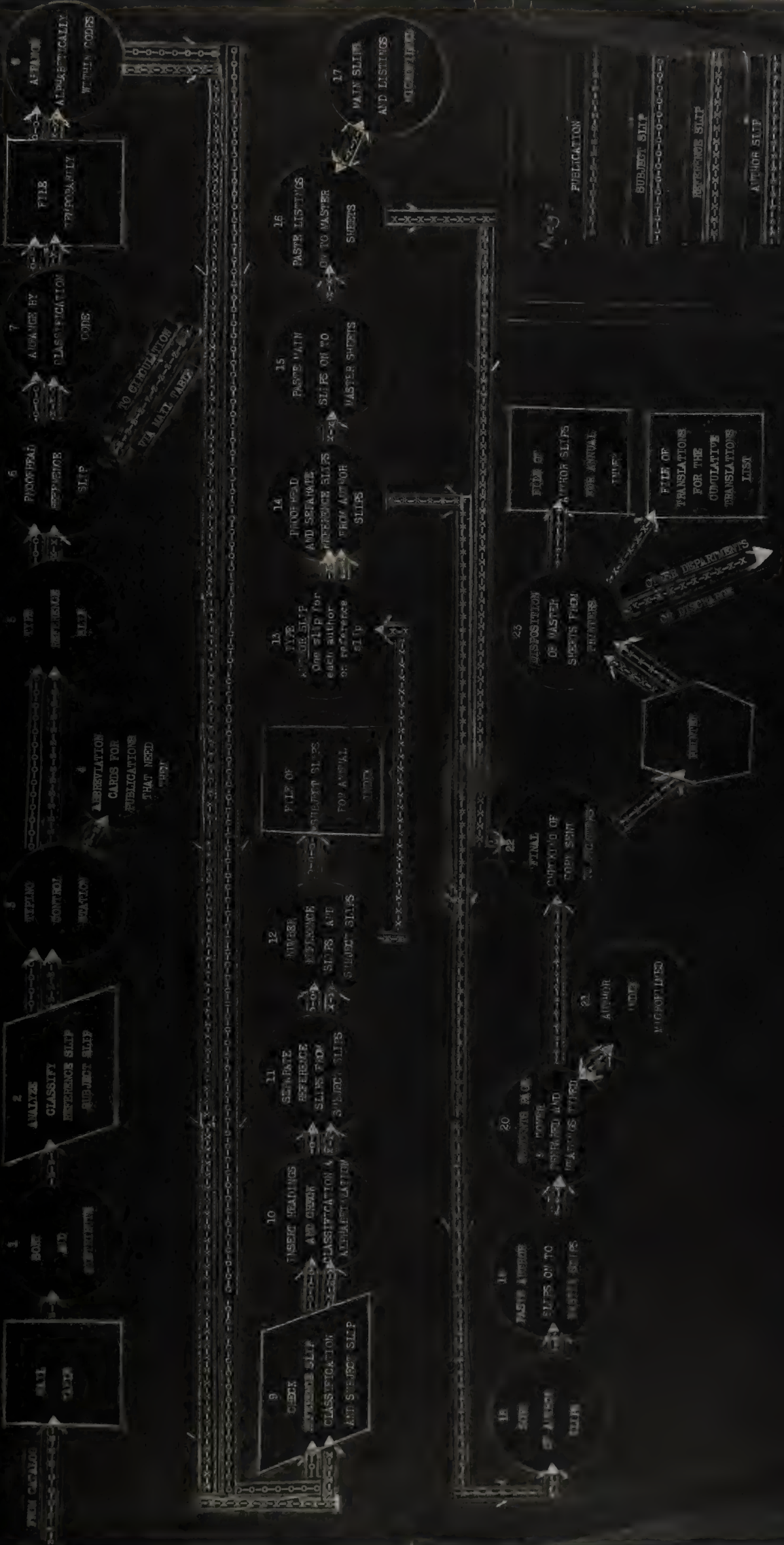
The Clerical Unit Supervisor spends a lot of time on the "make-up" of each issue of the Bibliography of Agriculture. It was estimated that about 25 percent of her time was spent on this and the other 75 percent on the supervision and training of personnel.

The Division Secretary spends about 20 percent of her time for each monthly issue on jobs directly connected with the Bibliography of Agriculture (sorting, typing, etc.) and 50 percent of her time during November and December. The rest of her time is spent on correspondence, reports, time reports, etc., either for the Bibliography of Agriculture or Chief of the Division.

STATISTICS FOR 1961

Journals received from mail room, 1961:	111,039
Journals rejected by indexers, 1961:	83,122
Journals indexed by indexers, 1961:	26,867
Subject matter cards, 1961:	188,604
Journals needing abbreviation cards, 1961:	1,200
Reference cards, 1961:	94,302
Author slips typed, 1961:	121,590
Forms to fill out for microfilm, 1961:	12

WORKFLOW BIBLIOGRAPHY OF AGRICULTURE- MONTHLY



SECTION I

Bibliography of Agriculture--11 Monthly Issues January to November

Work Flow

Publications are received directly from the Current Serial Records Station where they have been recorded, (classification code) then placed on the mail table.

M 1-SORT AND DISTRIBUTE:

The mail clerk arranges the publications according to classification number and foreign language by dividing them into seven distinct subject-matter groups. Two of the groups are checked by a reference clerk for articles on Nursery and Seed Trade Catalogs. The remaining publications are delivered to the desk of the appropriate indexer who may further subdivide the group to additional indexers.

Generally, sorting and distributing requires 45 to 90 minutes per day. (Estimated time--260 hours).

July 10, 1953

LIBRARY MANUAL: B -5, Part 1, Revised

Subject: BIBLIOGRAPHY OF AGRICULTURE-SCOPE

The Bibliography of Agriculture is an index to the world literature in agriculture and the related sciences received in this Library. For a detailed list of subjects covered, see Library List No. 30 Revised, Classification Scheme of the Bibliography of Agriculture, or the table of contents of any issue.

Since the volume of publications makes it impossible to index completely all publications in this field, certain classes of publications judged of less significance than the others are omitted. Material is omitted on the basis of

I. Date

- A. Publications from the United States and Canada bearing date more than six months earlier than the date of receipt.
- B. Publications from other countries bearing date earlier than one year immediately preceding the month in which they are received.
- C. When new subscription is started, indexing of a weekly is begun with the current issue. Titles appearing less frequently are indexed for the last six months.

II. Form

A. Form of publication

1. Elementary textbooks.
2. Courses of study.
3. Daily newspapers.
4. Student publications.
5. County farm bureau papers.
6. Statistical and organization reports issued more frequently than annually.
7. Reprints unless the original is not in the Library.
8. Publications marked "Restricted" or "For administrative use" and publications obviously for internal use.
9. Press releases.
10. Scripts for radio interviews.
11. Forms.

B. Form of Article

1. Unsigned articles.
2. Articles signed with pseudonyms, if recognized as such, or initials (A few exceptions are made to this rule).
3. News articles with date line.
4. Columns.
5. Monthly hints, e.g. "The garden in September".
6. Editorials even if signed.
7. Letters to the editor except those in certain scientific journals where letters are the first announcement of the result of research.
8. Presidential addresses without titles.
9. Prize papers below college level.
10. Interviews except in unusual cases.

III. Subject

- A. The fur trade after the fur is removed from the animal.
- B. Animals as pets without useful information on care, breeds, etc., e.g. "They can be good for each other," dogs as pets for children.
- C. Experimental physiology and medicine in which horse, dog or other domestic animal is used as an experimental animal, but the disease or condition investigated does not occur naturally in the animal. The fact that research was carried on in a medical school is considered prima facie evidence that the reference falls in this class.
- D. Techniques in selling in retail stores.
- E. Building construction and furniture; limited to materials.
- F. Textiles; limited to the fiber including spinning and treatment of the fiber, but not weaving and finishing.
- G. General references on conservation of natural resources not stressing soil, water, or forest conservation.
- H. Reports of meetings.
- I. Announcements and programs for meetings.
- J. Catalogs of shows.

IV. Treatment

- A. Popular articles on amateur gardening, horticulture, home processing of food, bee keeping, poultry keeping and rabbit keeping, which are not in any way significant.

IV. Treatment (Cont'd)

- B. Brief notes or hints in popular journals.
- C. Success stories, e.g., "How John Jones makes pullets pay."
- D. Short articles based on personal experience with some particular device or method which is not original, e.g., "My litter is four years old."

V. Length

- A. In farm papers, articles less than one page.
- B. In other non-scientific journals, articles less than one half page.

M 2-ANALYZE, CLASSIFY, REFERENCE SLIP, SUBJECT SLIP:

Each of the bibliographers interviewed indexes journals in selected foreign languages in addition to the particular classification which is assigned to them.

The indexers first sort the material to take out the journals not indexed in the Bibliography of Agriculture (decision of the chiefs). Each article contained in those journals which are retained is indexed, provided it falls within the scope of the Bibliography of Agriculture--see Part B-5, Library Manual, under M-1.

The material is indexed by scanning title, summary, abstract and text. For ambiguous title, or titles needing taxonomic explanation, a brief note is appended. Pertinent data is recorded on 3" x 5" continuous perforated slips (particularly subject index) and sent to the typist for completion of the reference slips. The number of subject index cards can vary from 0 to 100, but average between 2 to 3.

The standard set for indexing is 8 items per hour for English text and 4 items per hour for foreign text. Estimate that 55 percent is in English and 45 percent in foreign language. (Estimated time is 16,985 hours.)

M 3-TYPING CONTROL STATION

After the indexer has made the proper notation on the publication, reference slip, and subject slip, all of this material is sent to the typing control station. There it is sorted into groups according to

classification number and then sorted further into the following groups: (1) Circulating (items that are on a routing list or one displayed in the reference room); (2) books (any item with a catalogue card); (3) rush publication (article needed for an immediate request); (4) publication with new abbreviation card (the typist checks all publications with an approved abbreviation card file to see if an approved abbreviation has been set for that particular publication). If not, the publication is sent to the clerical unit supervisor who makes a card using the standards set up for this (see next step) and places the material back on the file with the new abbreviation card); and (5) non-circulating publications (all publications not needed for immediate use).

Circulating items, books, publications with new abbreviation cards, and rush publications are given priority and are placed on the circulating file.

Non-circulating items are kept in separate groups in several large files. These are added to the circulating file when help is available to process them. Literature from the United States and Canada not processed within six months after publication (one year for literature received from other countries) is generally not indexed. Exceptions are made for important scientific publications which are published regardless of age.

Fifteen minutes to 1 hour per day is required by one proof reader to accomplish this task. (Estimated time--195 hours).

M 4-ABBREVIATION CARDS FOR PUBLICATIONS THAT NEED THEM:

The following publications need new abbreviation cards: (1) Publications in a series with no catalog card; (2) new publications with new catalog cards; (3) new publications with old issuing offices which do not match the publication--requires a different author than that on the catalog card; (4) composite books made up of several authors like symposia; and (5) annual reports that have separate articles that

need indexing. The indexer may suggest an abbreviation card, but a proof reader or the clerical unit supervisor checks the regulations and/or various files for the approved abbreviation. If no improved abbreviation is found, one is set up and 3 (or 4) cards are made up and distributed as follows:

1 for typist file--arranged numerically by call number.

1 for alphabetical file.

1 for periodical index file.

1 for Russian file, if Russian publication.

On the average, it takes about two hours to make five new reference cards and from 1100 to 1500 new alphabetical cards are needed each year. (The estimated time of 330 hours spent on this project was not enough to keep up with the demand).

M 5-TYPE REFERENCE SLIPS:

Material to be typed is either placed on the typist's desk or taken from the circulating file. It is signed for by the typist and the finished work is taken to the proofreading station at the end of each work day.

The complete citation is placed on the reference slip together with pagination, map notes, etc. The original reference slip made by the typist is used together with notes made on the publication. The reference slips are proofread and returned to the typist for corrections. If more than two corrections are made on a slip, a new slip has to be typed.

The standard for typing the reference slips has been set at 12 per hour which includes all necessary corrections. (Estimated time-7858 hours).

M 6-PROOFREAD REFERENCE SLIPS:

All reference slips are checked with the original publication and if corrections are needed the slip is sent to the typist for retyping or correction. All retyping or corrections must be proofread to make

sure that all corrections have been made. The circulating and other priority publications are proofread first.

The biological project slips are counted and sent to that project for processing.

The standard for proofreading the reference slip is 35 per hour and this includes the proofreading of all needed corrections. (Estimated time--2692 hours for proofreading and 11 hours for counting the biological process slips).

M 7-ARRANGE BY CLASSIFICATION CODE:

After the reference slips are typed, proofread, and any corrections made, the reference cards are arranged by the classification code and placed in the file until the list is closed (date when items are prepared for the "make-up" of the monthly issue).

The standard rate for arranging by classification code is 150 per hour for a proofreader. (Estimated time 629 hours).

FILE TEMPORARILY:

M 8-ARRANGE ALPHABETICALLY WITHIN CODES:

After the list is closed, the reference slips are arranged alphabetically within the codes and sent to the indexers.

The standard rate for arranging alphabetically within codes has been set at 150 per hour for a clerk. (Estimated time--629 hours).

M 9-CHECK REFERENCE SLIPS CLASSIFICATION AND SUBJECT SLIPS

A final reading is made by all bibliographers as an additional check on spelling and typing errors for the reference slips and subject slips and for the classification of the reference slips. In some cases, the lists are checked with specific scientists from the field for an additional classification check. This additional check helps that scientist keep up with the current literature and helps the indexer keep up with current terms and developments in the research field.

The standard rate for checking these items is 25 hours per month for each major section or a group of smaller sections--nine are required. (Estimated time--2475 hours).

M 10-INSERT HEADINGS AND CHECK CLASSIFICATION AND ALPHABETIZATION

After the indexer makes the final rating, it is necessary to insert headings and to give a final check to the classification and alphabetization before it is sent to the tearer.

This function is done by a proofreader and/or the clerical unit supervisor and takes from 37 to 53 hours per issue. (Estimated time--495 hours).

M 11-SEPARATE REFERENCE SLIPS FROM SUBJECT SLIPS

The reference slip has to be separated from the subject slips by a clerk.

The standard rate for this separation has been set at 300 per hour. (Estimated time--314 hours).

M 12-NUMBER REFERENCE SLIPS AND SUBJECT SLIPS

The reference slips and subject slips are numbered by a machine. The reference slips are sent to the typist for making author slips. The subject slips are filed for use in the annual subject index.

The standard rate for numbering main slips is 165 per hour. (Estimated time--571 hours).

FILE SUBJECT SLIPS FOR ANNUAL INDEX

M 13-TYPE AUTHOR SLIP

One slip is made for each author on each reference slip. The finished slips are sent to the proofreader. Cards with any errors are sent to the original typist for corrections.

The standard rate for typing author slips has been set at 130 per hour and this includes the time needed for corrections. (Estimated time--943 hours).

M 14-PROOFREAD AND SEPARATE REFERENCE SLIPS FROM AUTHOR SLIPS

The proofreader reads the author slips and sends them back to the typist for any needed corrections. A new proofreading is made of all corrections. As they are read, the reference slips are placed in one pile and the author slips are placed in a separate pile.

The standard rate for this proofreading of the author slips and separation of the author slips from the reference slips has been set at 200 per hour. (Estimated time--472 hours).

M 15-PASTE MAIN SLIPS ON TO MASTER SHEETS

The main slips are pasted on to the Master Sheet. The standard rate for pasting the main slips on to the Master Sheets has been set at six per hour. (Estimated time--431 hours).

M 16-PASTE LISTINGS ON TO MASTER SHEETS

After the classification section, each month's issue of the Bibliography of Agriculture contains a listing of the following: (1) New Periodicals and Serials; (2) Translations; (3) USDA Publications; (4) State Agricultural Experiment Station Publications; (5) State Agricultural Extension Service Publications; and (6) FAO (Food and Agricultural Organization of the UN) Publications.

Most of these publications are included in the Classified Section and indexed in the author and subject indexes and the slips are made at the time of typing.

There is a lot of time spent on extra sorting of the material, pasting on to the Master Copy, and final proofreading that has not been reported in the other steps. (Estimated time--200 hours).

M 17-MAIN SLIPS AND LISTINGS MICROFILMED

After the text and listings are pasted on the Master Sheets, this material is sent to the lending department to be microfilmed. The

microfilm copy is used as a check as to what the issue contains while the Bibliography of Agriculture is being printed and it would be a complete record in case the Master Sheets should be lost or destroyed by the printer or in transit.

An AD-245 is presented along with the Master Sheets and the Bibliography of Agriculture is charged for the microfilming. On the average, it takes 1 hour each issue to prepare the material for microfilming and check it when it returns. (Estimated time--11 hours).

M 18-SORT OF AUTHOR SLIPS

There are three distinct steps involved in sorting the author slips.

The first sort consists of a clerk dividing the slips into separate piles based on the letter of the alphabet of the first letter of the authors last name. The standard for this first sort is 1000 per hour. On the average, there are 130 author slips for every 100 reference slips. (Estimated time--128 hours).

The author slips are then completely alphabetized by a clerk. The standard for alphabetization is set at 225 per hour. (Estimated time--567 hours).

The author slips are checked for accuracy by a proofreader or the clerical unit supervisor. On the average, it took 30 hours time per issue. (Estimated time--300 hours).

M 19-PASTE AUTHOR SLIPS ON TO MASTER SHEET

The author slips are pasted on to the Master Sheet. The standard rates for pasting the monthly author slips onto the master sheets is set at 1.2 per hour for a clerk. (Estimated time--298 hours.)

M 20-CONTENTS PAGE AND COVER PREPARED AND HEADINGS TYPED

Every issue of the Bibliography of Agriculture needs a contents page, a changed cover, and the headings typed. This takes a lot of

checking and cross-checking to avoid errors. On the average, it takes the clerical unit supervisor or a proofreader 18 hours per issue to complete this. (Estimated time--198 hours).

M 21-AUTHOR INDEX MICROFILMED

After the monthly author index is pasted on the Master Sheet it is sent to be microfilmed. This microfilming is done for the same reason and in the same way as described for the Main Slips and Listings Microfilmed. (Estimated time--11 hours a year).

M 22-FINAL CHECKING OF COPY SENT TO PRINTER

A final check is made of the completed copy of the Bibliography of Agriculture before it is sent to the printer. This final check is made by the clerical unit supervisor and takes about 6 hours per issue. (Estimated time--66 hours).

SEND TO PRINTER

M 23-DISPOSITION OF MASTER SHEETS FROM PRINTERS

(1) The author slips are stripped from the Master Sheets and used for the Annual Index.

(2) Translations are stripped and saved for the Cumulative Translation List.

(3) Certain Master Sheets for the main items (reference slips) are sent to the departments that have requested them. The balance of the Master Sheets are discarded.

The following are schedules of work in June and July, 1961, required to prepare the August, 1961, issue of the Bibliography of Agriculture. This shows the different steps involved in the preparation of one issue.

Approximately 8202 items

August 1961	SCHEDULE FOR Bibliography of Agriculture	Vol. 25, No. 8
June 30	List closed.	
July 14	Tearing to begin.	
July 17	Numbering to begin.	
July 25	Numbering completed.	
July 26	Authors typed, proofread, and thrown.	
July 27	Authors arranged.	
July 28	Authors checked.	
July 31		
Aug. 1,2,3,4	Authors pasted.	
Aug. 4	Copy completed.	

STEPS IN PREPARING THE AUGUST ISSUE

June 30	1. List closed	
	2. List alphabetized.	
	3. List to Bibliographers, Reviewed.	
	4. Rewrites to typists.	
	5. Rewrites returned to Bibliographers.	
July 14	6. List to Supervisor of Unit.	
	7. List checked.	
	8. List torn.	
July 17	9. List numbered.	
	10. Slips separated as numbered.	First group--main slips Second group--subject slips

11. Authors typed from main slips. (According to Typing Control Sheet)
 12. Authors proofread from main slips. (According to Typing Control Sheet)
 13. Authors corrected; Main slips ready to paste.
 14. Main slips pasted.
 15. Authors thrown.
 16. Text microfilmed.
 17. Authors measured. Control sheet made.
 18. Authors arranged.
 19. Authors checked.
 20. Authors pasted. Author index microfilmed.
 21. Contents page, cover, headings typed.
 22. Final checking. Copy ready for printer.
 23. Subjects thrown.
 24. Subjects measured. Control sheet made.
 25. Subjects arranged.
 26. Subjects interfiled.
 27. Master sheets returned from printer.
 28. Authors stripped.
 29. Authors reversed.
 30. Authors interfiled.
 31. Certain master sheets are sent to Mr. Warren Shaw, U.S. Agricultural Research Service, Weed Investigations Section of Plant Industry Station, Beltsville.
 32. Other master sheets are sent to Mr. Lawrence Sarbaugh, Office of Information, U.S. Dept. of Agriculture.
 33. Translations are stripped and saved for the Cumulated Translation List.
 34. Other sheets are discarded,
- July 26
- July 27
- July 28
- July 3
Aug. 1-4
- Aug. 4
- Aug. 21 or 22

Regularly, during each month Abbreviations are established for publications which are indexed.

At least 3 cards are made (4 are made for Russian publications)

- 1 for typist file - arranged numerically by call number.
- 1 for alphabetical file.
- 1 for Periodical Indexed file.
- 1 for Russian file, if Russian publication.

A brief outline of the duties of the different personnel working on the bibliography of Agriculture is as follows:

I. BIBLIOGRAPHER

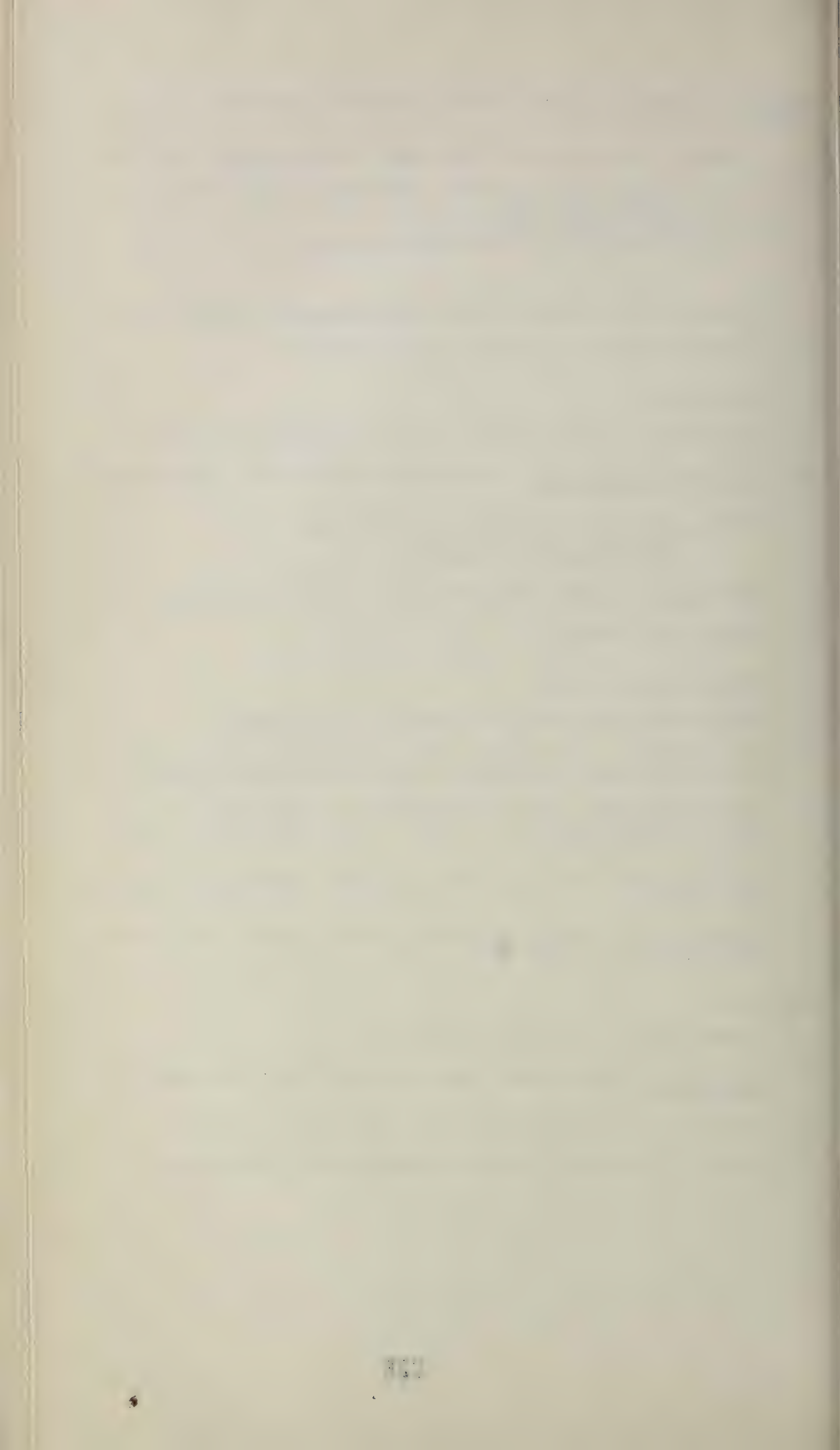
1. Publications arrive in Bibliography of Agriculture Section.
2. Publications are sorted into groups by call number; then distributed to Bibliographers.
3. Bibliographers sort publications into groups.
 - Publications to be indexed.
 - Publications to be omitted.
4. Bibliographers scan publications for articles to be indexed.
5. Articles are indexed.

II. TYPING CONTROL STATION

1. Publications are sorted into groups by call number.
2. Then by groups - Circulating, Books, Rush publications; Publications with abbreviation cards; Non-circulating publications.
3. Circulating items, Books, Publications with new abbreviation cards, and Rush publications are given priority and are placed on top of each group.
4. Non circulating items are kept in separate groups according to date indexed.
5. Typing Control Sheet is marked for groups in which there are no publications on a given date.

III. TYPIST

1. Typist signs for each group taken.
2. Typist types items. Keeps record of periodicals and number of items typed.
3. Takes work to Proofreading Station at End of Work Day
4. Takes 3 x 5 slip with record of days typing to Supervisor.



IV. PROOFREADER

1. Proofreader reads circulating and other priority publications first.
2. Keeps record of periodicals, number of items read, separate record of Russian and Checked items, Single checklist items;
3. Takes 3 x 5 slip with record of days Proofreading to Supervisor.
4. Takes Correct items to Sorting and Counting Station.
5. Returns incorrect items to typist responsible for rewriting.

V. SORTING AND COUNTING STATION

1. Clerk sorts and counts items. Sorts on 1st letter of classification; then on rest of classification. Records number of items on slip located at Supervisors desk. This record is useful in closing list.
2. Clerk puts counted and sorted slips into file drawers until issue is closed.

Sorting and counting is done regularly every few days, and daily at end of month.

3. List is closed before the 6th. Schedule is made for next list, and we start all over again.

TYPING CONTROL SHEET

1. Publications are sorted into groups by call number.

Then in groups - Circulating publications

Books

Rush publications

Publications with new abbreviation cards

Non-circulating publications

Circulating items, Books, Publications with new abbreviation cards, and Rush publications are given priority and are placed on top of each group.

Non-circulating items are kept in separate groups according to date indexed.

Typing Control Sheet is marked for groups in which there are no publications on a given date.

2. Typist signs for each group taken. She also takes the file of abbreviations for each group. All circulating and other priority publications are done before the Non-circulating, and the oldest Non-circulating is done first.
3. Typist keeps record of number of items typed, and the number of periodicals. This information is recorded at end of each work day on a 3 x 5 slip and is given to the Supervisor for the Daily Summary Sheet.

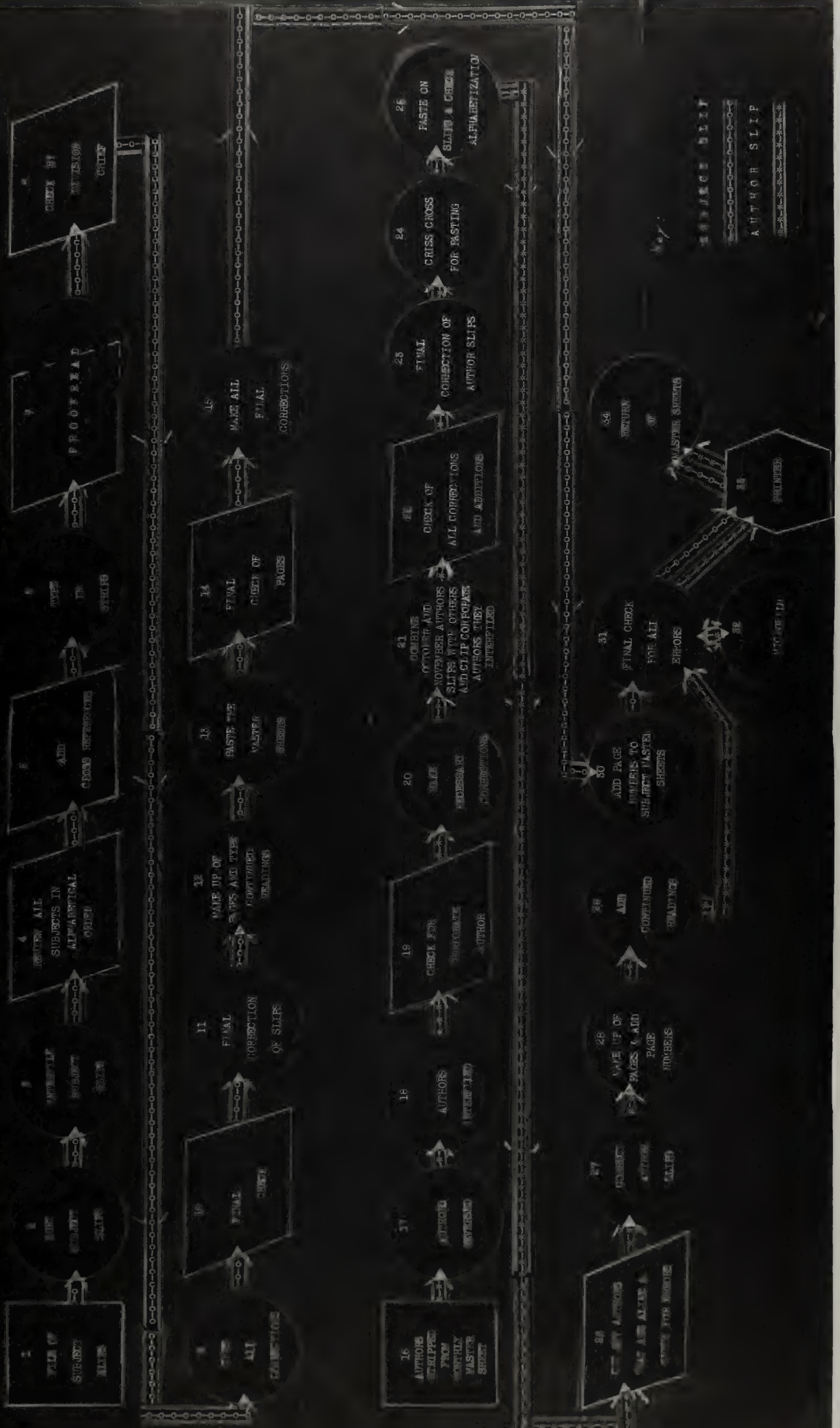
Typist also keeps record of each miscellaneous activity and amount of time spent on each. This information is recorded daily on the Typist Form. Separate time is kept for corrections and List rewrites. This form is given to the Supervisor at the end of the reporting period, which is the 5th. The form is used as a basis for a monthly report, which computes the averages of the typists.

4. Proofreaders record number of items proofread, and the number of periodicals, with a separate count for the number of Russian and Checked slips, and Single checklist slips. This information is given to the Supervisor daily for the Daily Summary Sheet.

The Daily summary sheet is useful in many ways, and especially in adjusting the activities of the Section. It is known how many items have been typed for the next issue; how much of a backlog of items to be proofread; how many Russian items and Checked items are at Special Project; how many items are available for routing to the Special Project.

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SECTION II

Bibliography of Agriculture--December Subject Index and cumulative Author Index.

The December issue of the Bibliography of Agriculture consists of a Subject Matter Index and an Accumulative Author Index for the year. In the preparation of the monthly issues, subject matter slips are made for this edition. The author slips used from each monthly issue (no author index in November issue as these slips are needed for this, the December issue) are placed with the authors of material for the November issue.

The author slips and subject slips are interfiled monthly until the time work begins on the December issue (last part of September). The rest of the work on this issue occurs along with the work on the October Issue, November issue, and part of the January issue, in addition to the time that would normally be spent on a December issue.

Since it is a rush job with a lot of deadlines, everyone in the Bibliography of Agriculture Department (along with anyone else in the Library Department that has some spare time) works on this edition in whatever position is needed at that time. Since it is possible for the personnel to be working on several different steps at one time and because some of the workers (secretaries from other departments of the library, etc.) do not keep an accurate account of the time spent on specific jobs, it is hard to give specific goals for the work done on the annual issue. In the past, the workers on the Annual Index to the Literature of American Economic Entomology helped out on this annual issue of the Bibliography of Agriculture.

For this annual edition, only the people interviewed for specific jobs were listed. For some of the positions one or more different types of personnel were used as available.

A 1-FILE OF SUBJECT SLIPS

Each month the subject slips from that issue of the Bibliography of Agriculture is filed by a clerk until that issue has been sent to the printer. (Estimated time--11 hours).

A 2-SORT SUBJECT SLIPS

After the monthly issue has been sent to the printer, the subject slips are separated, given a first sort, and then alphabetized.

For the 94,302 references listed in the 1961 Bibliography of Agriculture, it was estimated that there were 188,604 subject matter slips.

The standard for tearing the entries apart has been set at 300 per hour. (Estimated time--627 hours).

The standard for the first sort (alphabetical for the first letter of the subject) is set at 1200 per hour. (Estimated time--156 hours).

The standard for the alphabetizing of the subject slips is set at 200 per hour. (Estimated time--943 hours).

A 3-INTERFILE SUBJECT SLIPS

After each months subject slips are sorted alphabetically, they are interfiled with the subject matter slips of the previous months of that year's issue and stored until the last part of September.

The standard for interfiling subject slips has been set at 200 per hour. (Estimated time--943 hours).

A 4-REVIEWS ALL SUBJECTS IN ALPHABETICAL ORDER

About the last week in September, the indexers go through all the subject matter slip files to see if the slips are filed in their correct alphabetical order and to see if the right subject matter headings were used. Subject matter slips filed for issues published after this date are filed in an upright position so that they can be reviewed by an indexer later. (Estimated time--694 hours).

A 5-ADD CROSS REFERENCES

During the year, a card file of cross references is kept (a record of material filed under a different subject). These consist of SEE (when a subject might be looked for under either of two headings, one is selected as a heading and a cross reference "SEE" card is made for the heading not chosen) and SEE ALSO (references made from a subject heading in use to related subject headings also in use by means of a "SEE ALSO" card). In October she goes through the list for a final check as to what is needed in that yearly edition, and then checks through the lists to see that the proper cross references have been used. (Estimated time--46 hours).

A 6-TYPE IN STRIPS

After all subject slips are reviewed and cross referenced, the typist types the subject slips on strips. The standard for this typing of slips has been set at 250 index slips per hour including corrections (step A 9). (Estimated time--582 hours).

A 7-PROOFREAD

After typing in strips, the strips are proofread by a team of two--one indexer and one clerk. It is much easier for two people to proofread and they can do a much more accurate job. The indexer gets an additional review of all subjects and can make an instant decision when any errors are found. (Estimated time--471 hours of indexer time and 471 hours of clerk's time).

A 8-CHECK BY DIVISION CHIEF

After the strips are proofread by the Indexer and a clerk, the division chief looks over the material to see if the subject matter heading can be combined or improved, etc. (Estimated time--240 hours).

A 9-TYPE ALL CORRECTIONS

After all the subject matter slips are proofread and checked, the errors are corrected by a typist. The standard of 250 index slips per hour includes the typing (step A 6) and correction (step A 9). (Estimated time--172 hours).

A 10-FINAL CHECK

After the typing corrections are made, two people go over the corrections and make a final check of the strips of subject matter slips. (Estimated time--161 hours).

A 11-FINAL CORRECTION OF SLIPS

After the final check, all corrections of the strips of subject matter slips are made by a typist or clerical unit supervisor. (Estimated time--120 hours).

A 12-"MAKE UP" OF PAGES AND TYPE CONTINUED HEADINGS

The clerical unit supervisor or one of her assistants "Make Up" the subject index pages by cutting and measuring the strips that go on the pages. Continued headings have to be typed as needed. (Estimated time--70 hours).

A 13-PASTE THE MASTER SHEETS

After the subject index slips have been cut and measured to fit the page and the continued headings typed, the master sheets are pasted by the clerical unit supervisor or her assistant. (Estimated time--60 hours).

A 14-FINAL CHECK OF PAGES

One or more of the indexers make a final check of the pages of the subject matter index before it is ready for press. (Estimated time--41 hours).

A 15-MAKE ALL FINAL CORRECTIONS

The clerical unit supervisor or her assistant makes all corrections found by the Indexer in the Final Check and makes sure that the subject matter index is ready for printing (except for the numbering which has to be done after the author pages are completely numbered). (Estimated time--30 hours).

A 16-FILE OF AUTHORS STRIPPED FROM MONTHLY MASTER SHEET

Each month the author slips are stripped from the Monthly Master Sheet and filed until they can be reversed and interfiled. (Estimated time--30 hours).

A 17-AUTHORS REVERSED

Each month the author slips are reversed so that they can be interfiled more efficiently. This is usually done by the mail clerk, division secretary, or other secretaries in the library department. (Estimated time--120 hours).

A 18-AUTHORS INTERFILED

After the author slips are reversed each month, they are interfiled with the previous months' slips for that year until the work begins on the annual issue the last of September. The bulk of this is done by the mail clerk, and division secretary, but part of it is done by the clerks. (Estimated time--555 hours).

A 19-CHECK FOR CORPORATE AUTHOR

One or more of the indexers go through the author files in September to check for corporate authors and designate which part of the corporate author reference should be used as an author. (Estimated time--50 hours).

A 20-MAKES NECESSARY CORRECTIONS

A typist goes through the author slips to correct the errors found by the indexer, particularly on the corporate author slips. (Estimated time--80 hours).

A 21-COMBINE OCTOBER AND NOVEMBER AUTHOR SLIPS WITH OTHERS AND CLIP CORPORATE AUTHORS THEY INTERFILED

The author slips for the October issue are back from the printer about the same time the November author slips are ready for use (the November issue does not have an Author Index as this would hold up the Annual Issue while it was being printed). The corporate authors are added to these author slips and they are then interfiled with the other author slips. (Estimated time--174 hours).

A 22-CHECK OF ALL CORRECTIONS AND ADDITIONS

One or more of the Indexers make a check of all of the typists' corrections and additions. (Estimated time--50 hours).

A 23-FINAL CORRECTION OF AUTHOR SLIPS

The clerical unit supervisor or her assistant types up the corrections found by the indexers and also gives the material a final check of her own to see that the author slips are ready for pasting. (Estimated time--20 hours).

A 24-CRISS CROSS FOR PASTING

The author slips are made into piles for a given last name and are separated from the next alphabetical last name by crisscrossing the pile. They may or may not be alphabetical for the first and second name of the author for that given last name. (Estimated time--164 hours).

A 25-PASTE SLIPS TO STRIPS AND CHECK ALPHABETIZATION

The author slips are pasted on to long strips. Special care is taken that they are in the right order alphabetically down to the initials of the first and second names. (Estimated time--529 hours).

A 26-CUT OUT AUTHORS THAT ARE ALIKE AND CHECK FOR ERRORS

One or more of the indexers go over the author strips to cut out authors that are alike. The slips are checked alphabetically and numerically and needed corrections are sent to the typist. (Estimated time--60 hours).

A 27-CORRECT AUTHOR STRIPS

The clerical unit supervisor or one of her assistants correct all errors found by the indexers and gives the strips a final proofing before the pages are made up. (Estimated time--102 hours).

A 28-MAKE UP OF PAGES AND ADD PAGE NUMBERS

The clerical unit supervisor or one of her assistants makes up the author index Master Pages. The page numbers are added at this time. (Estimated time--96 hours).

A 29-ADD CONTINUED HEADINGS

The clerical unit supervisor or one of her assistants add the continued headings to the master sheets. Space for these continued headings was allowed when the pages were made up (Step 28). (Estimated time--43 hours).

A 30-ADD PAGE NUMBERS TO SUBJECT MASTER SHEETS

After the author Master Sheets have been numbered, the Subject Master Sheets can be numbered as they follow the author section. (Estimated time--5 hours).

A 31-FINAL CHECK OF ALL ERRORS

The clerical unit supervisor or one of her assistants makes a final check of both the Subject Master Sheets and Author Master Sheets for all errors and completes the table of contents. (Estimated time--29 hours).

A 32-MICROFILM

After the annual issue is complete, it is sent to be microfilmed (in the library) to have a complete record in case the Master Sheets should be lost by the printer or in transit and as a check as to what it contains while that issue is being printed.

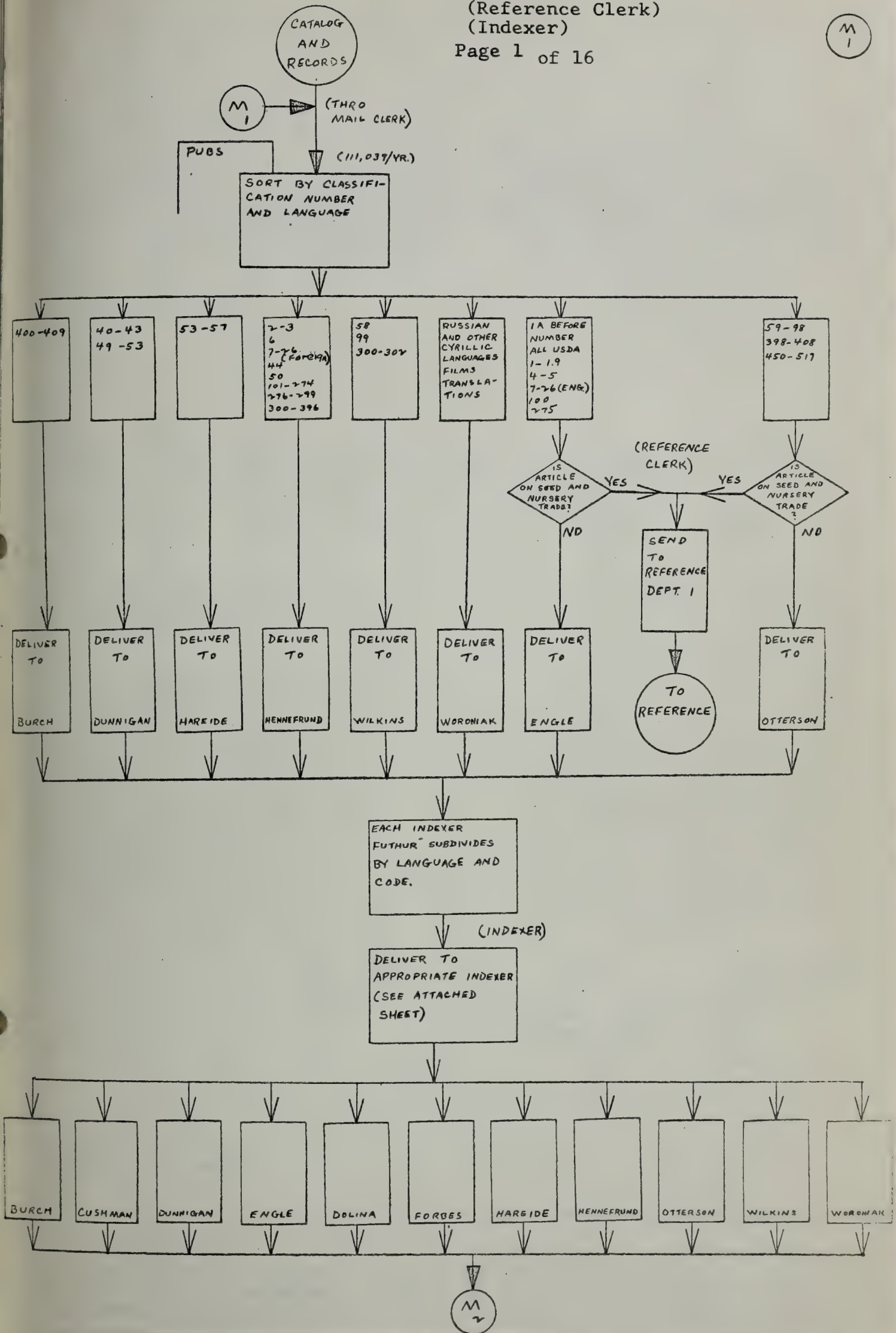
The same AD-245's are used as those described for the microfilming of the monthly issues. (Estimated time--2 hours).

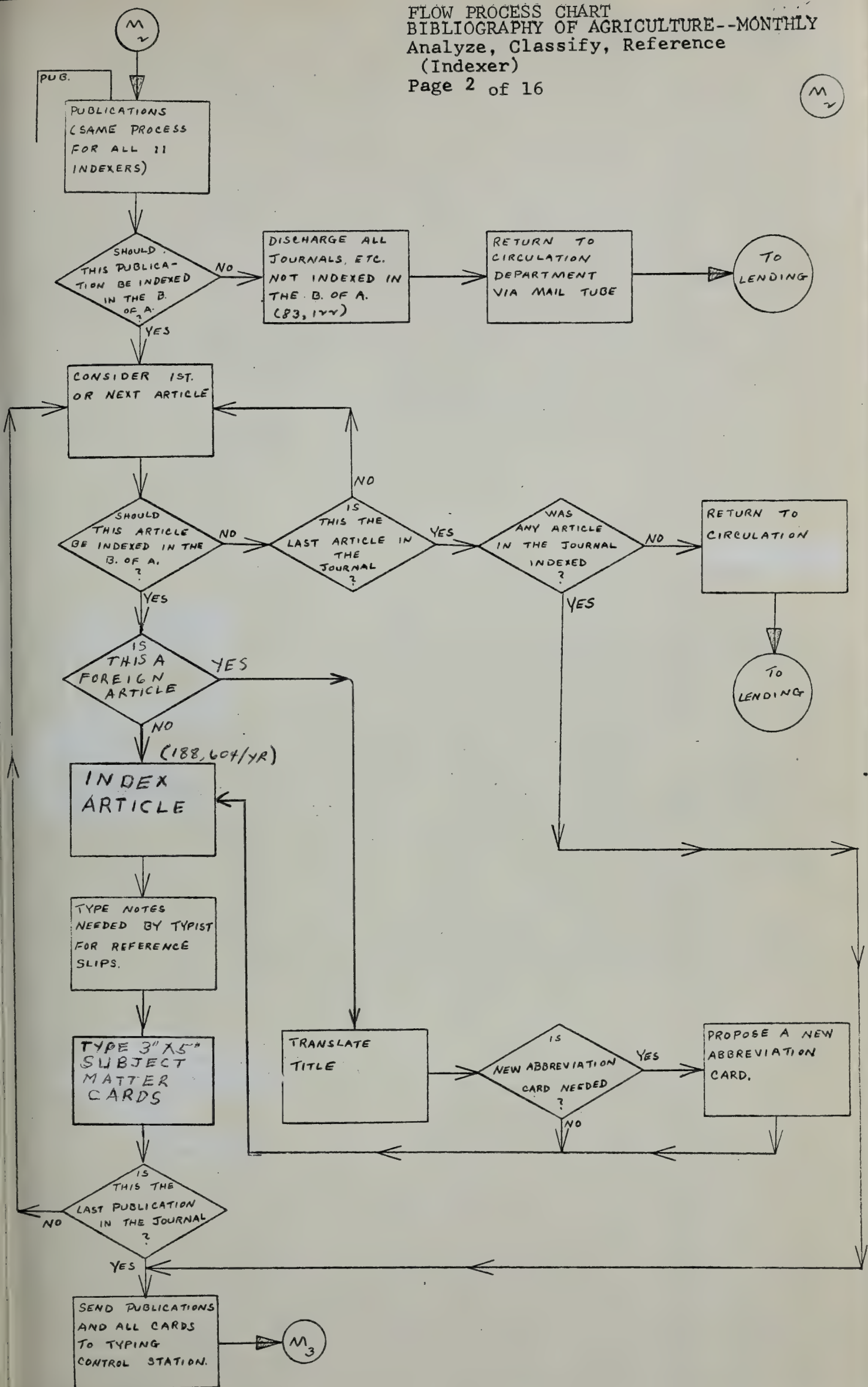
A 33-TO PRINTER

A 34-RETURN OF MASTER SHEETS

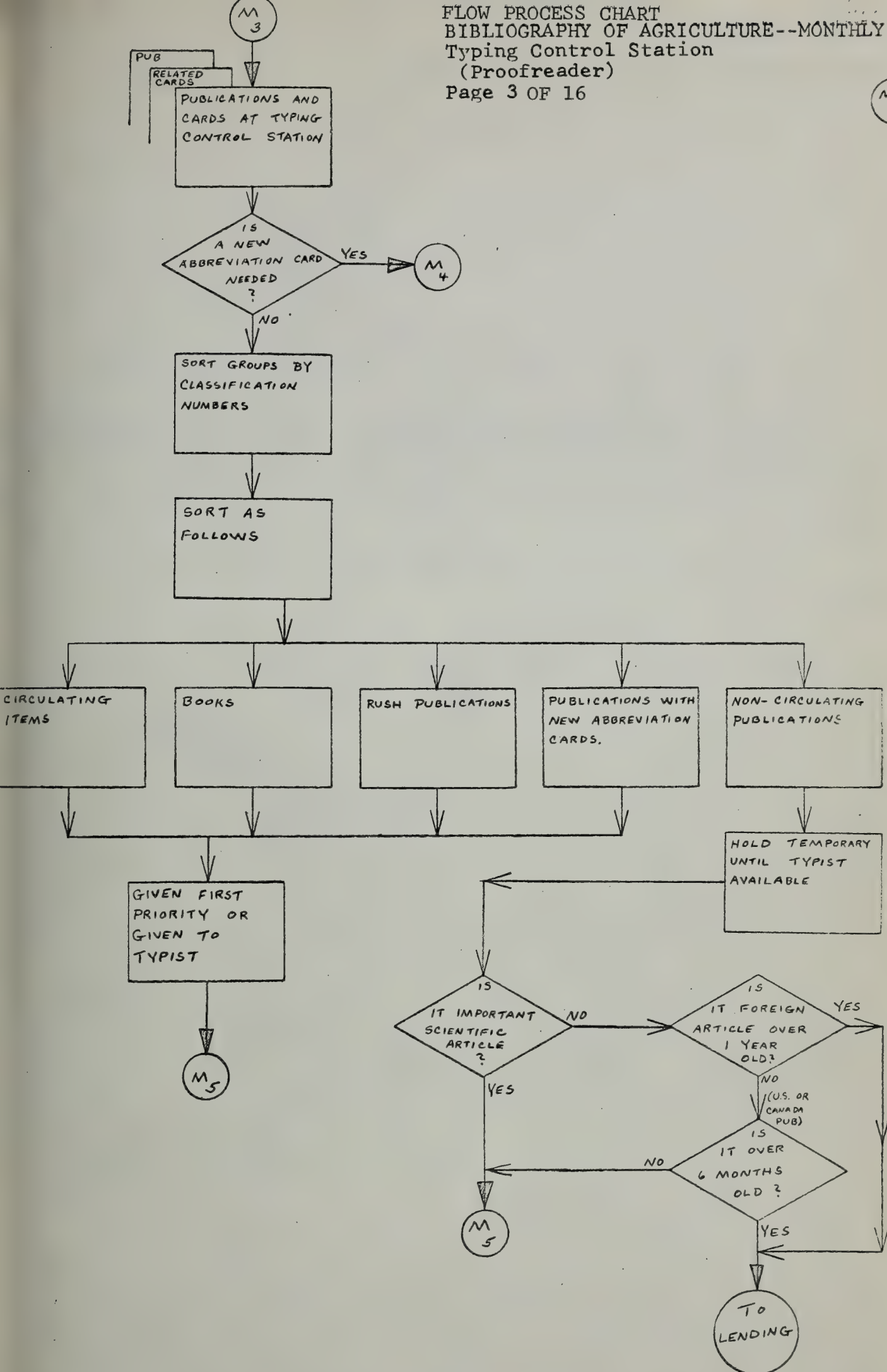
After all the described steps are completed, the annual issue is sent to the printer. After printing, the material is returned to the Bibliography of Agriculture where it is checked with the printed copy. When it has been established that the Master Sheets no longer are needed, they are destroyed. (Estimated time--5 hours).

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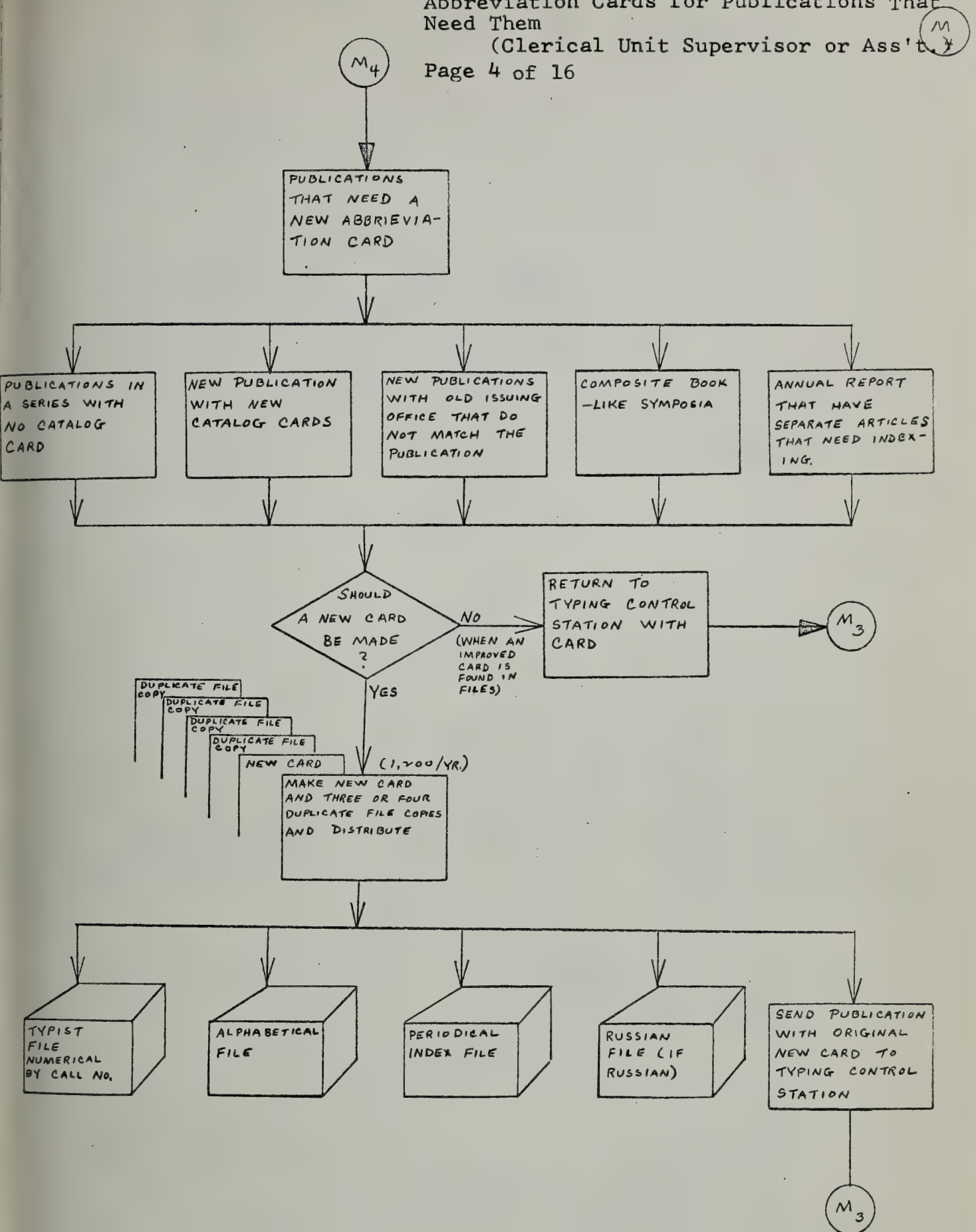
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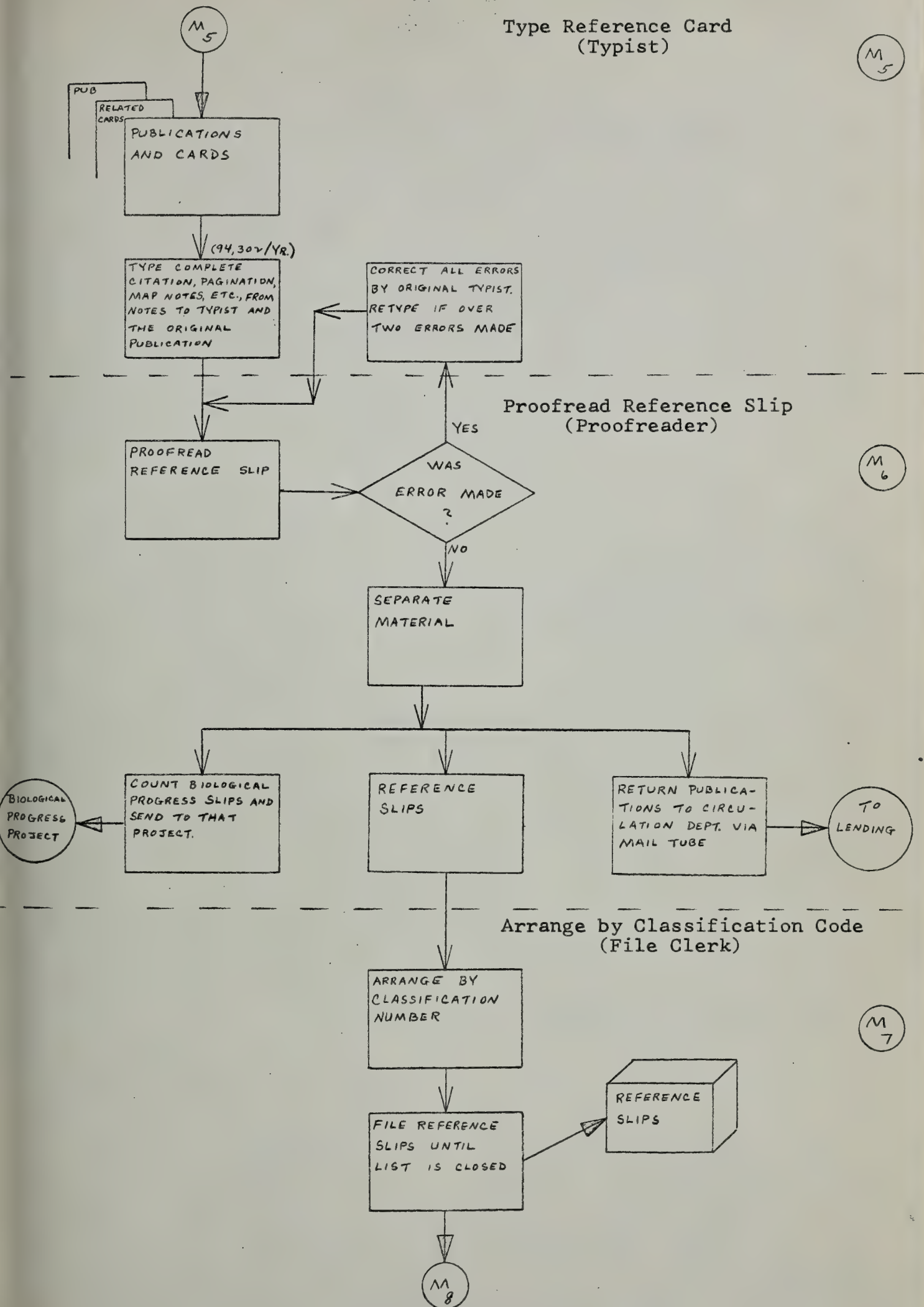
Abbreviation Cards for Publications That Need Them

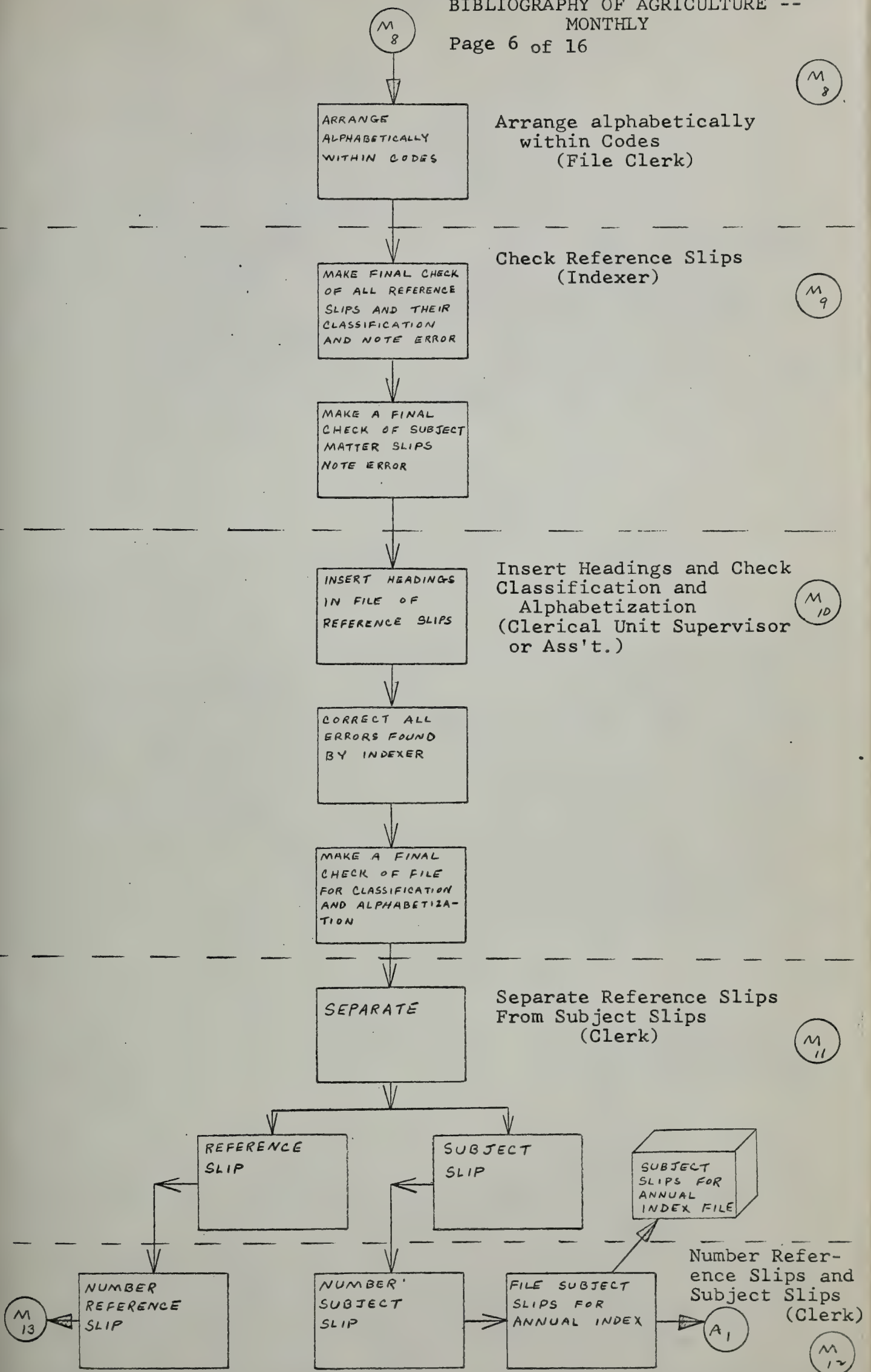
(Clerical Unit Supervisor or Ass't.)

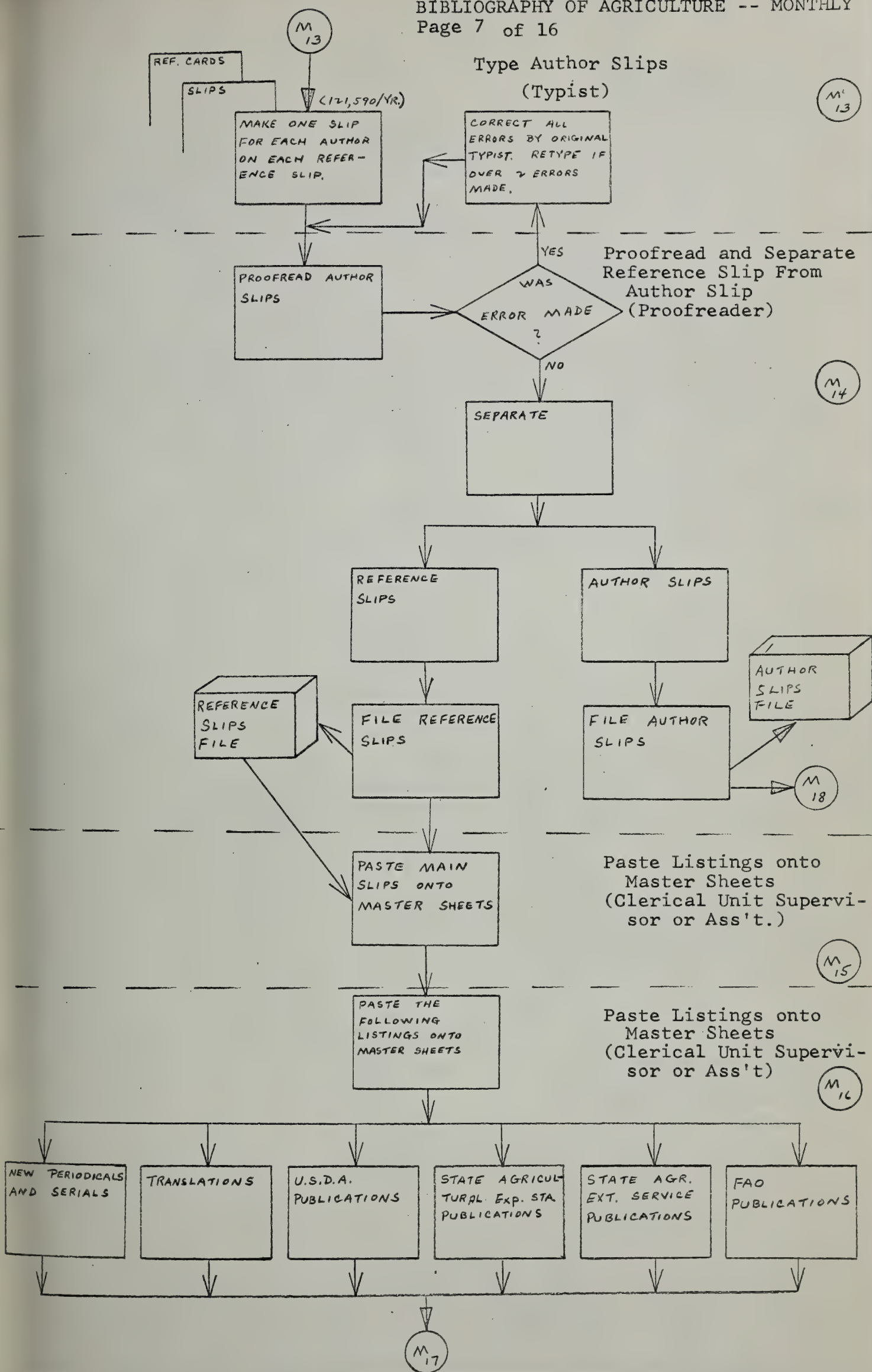
Page 4 of 16

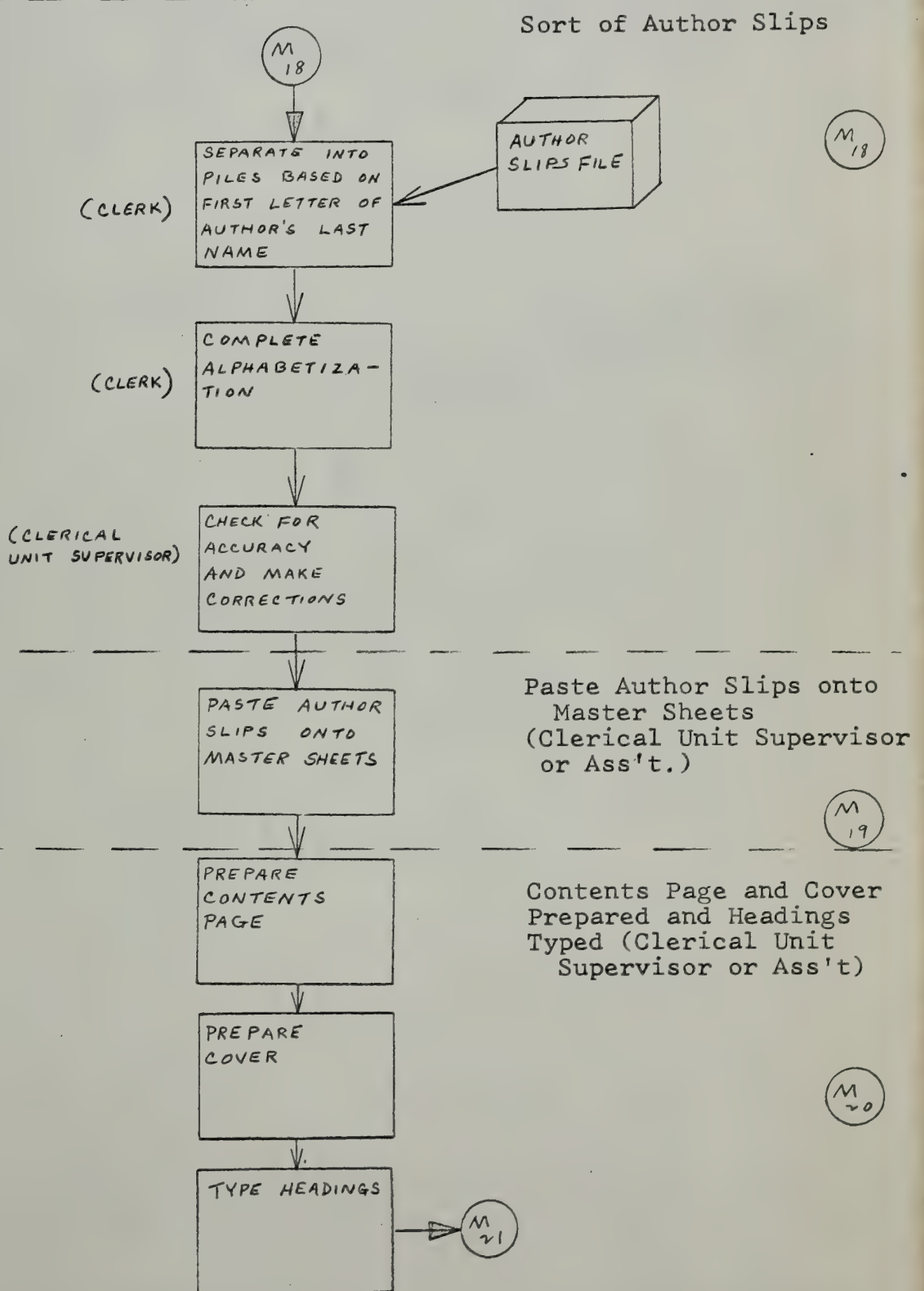
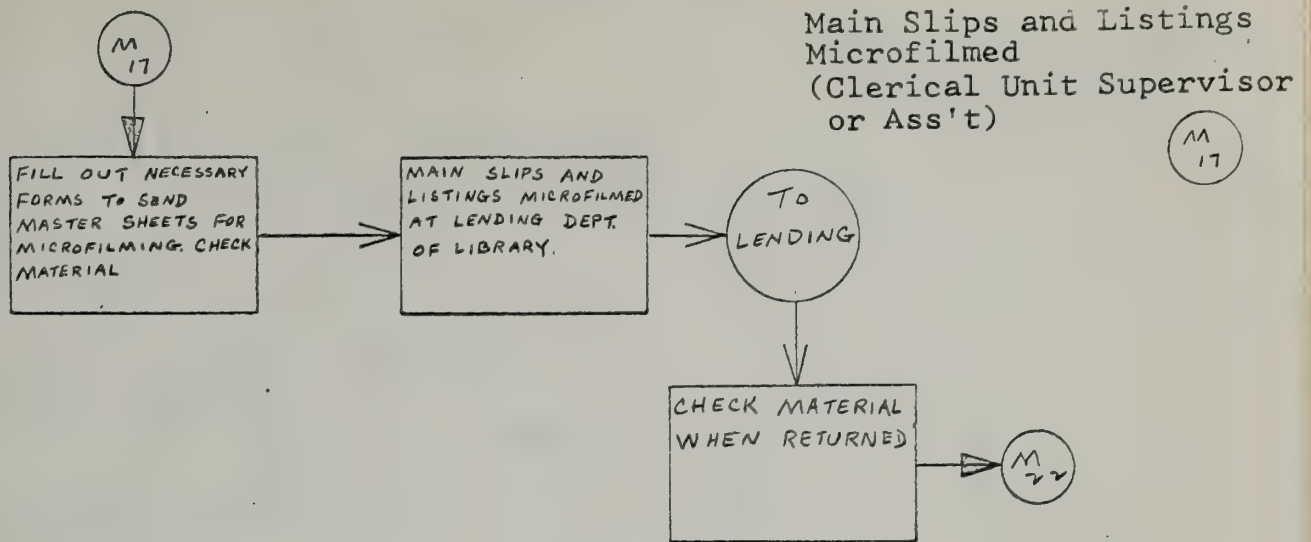


Type Reference Card
(Typist)

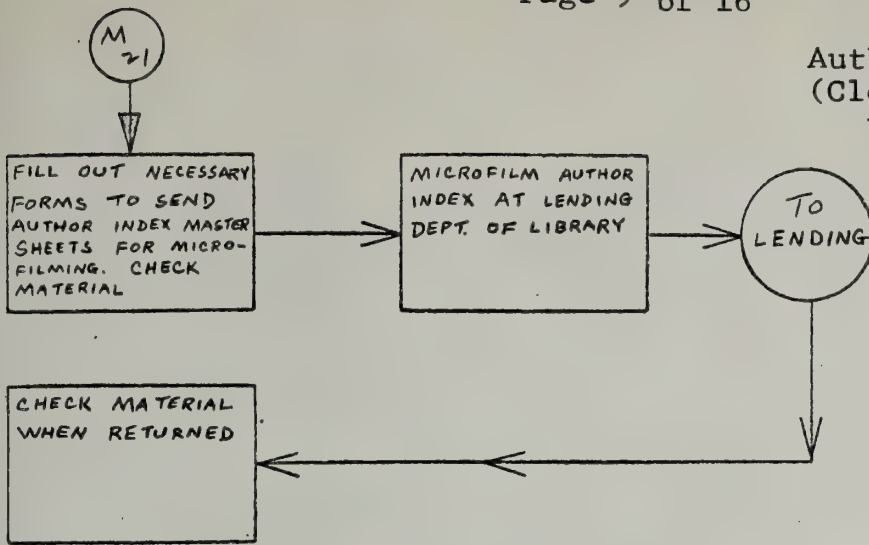




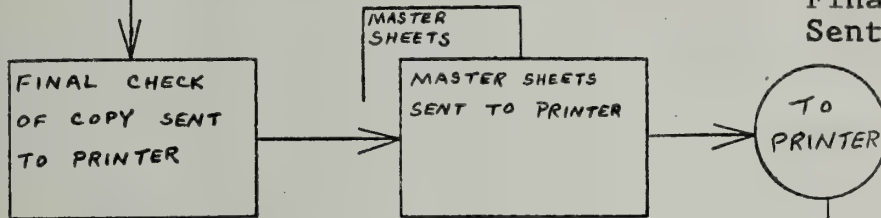




Author Index Microfilmed
(Clerical Unit Supervisor or Ass't)

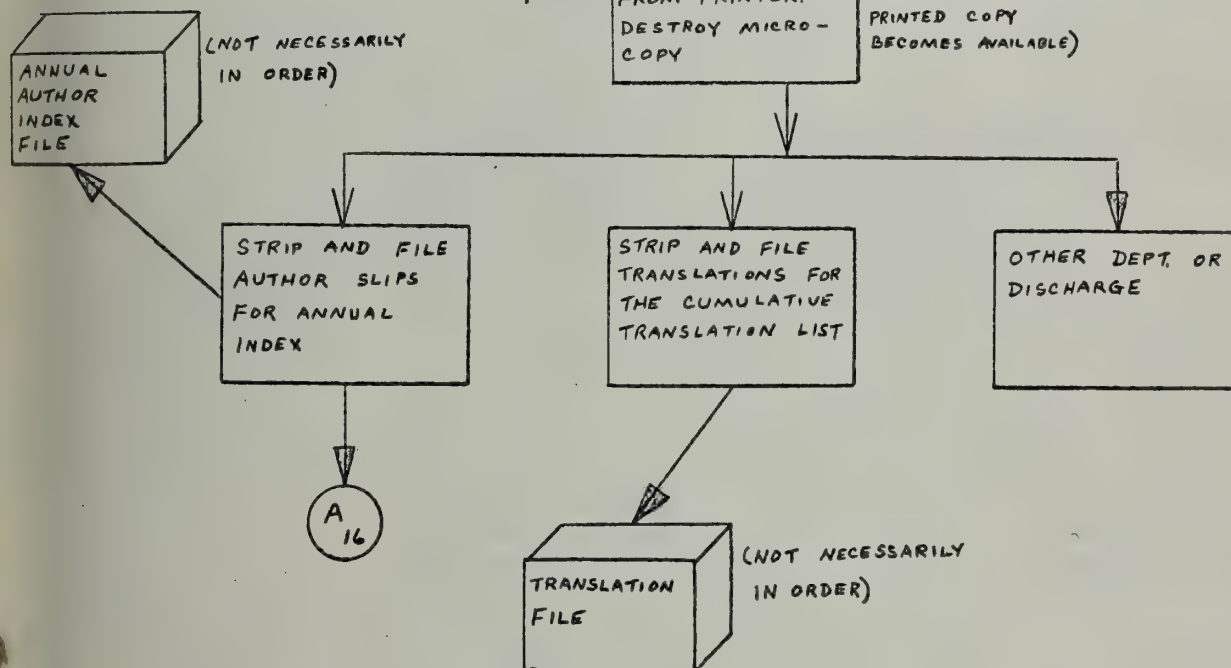


Final Checking of Copy Sent to Printer (Clerical Unit Supervisor or Ass't)

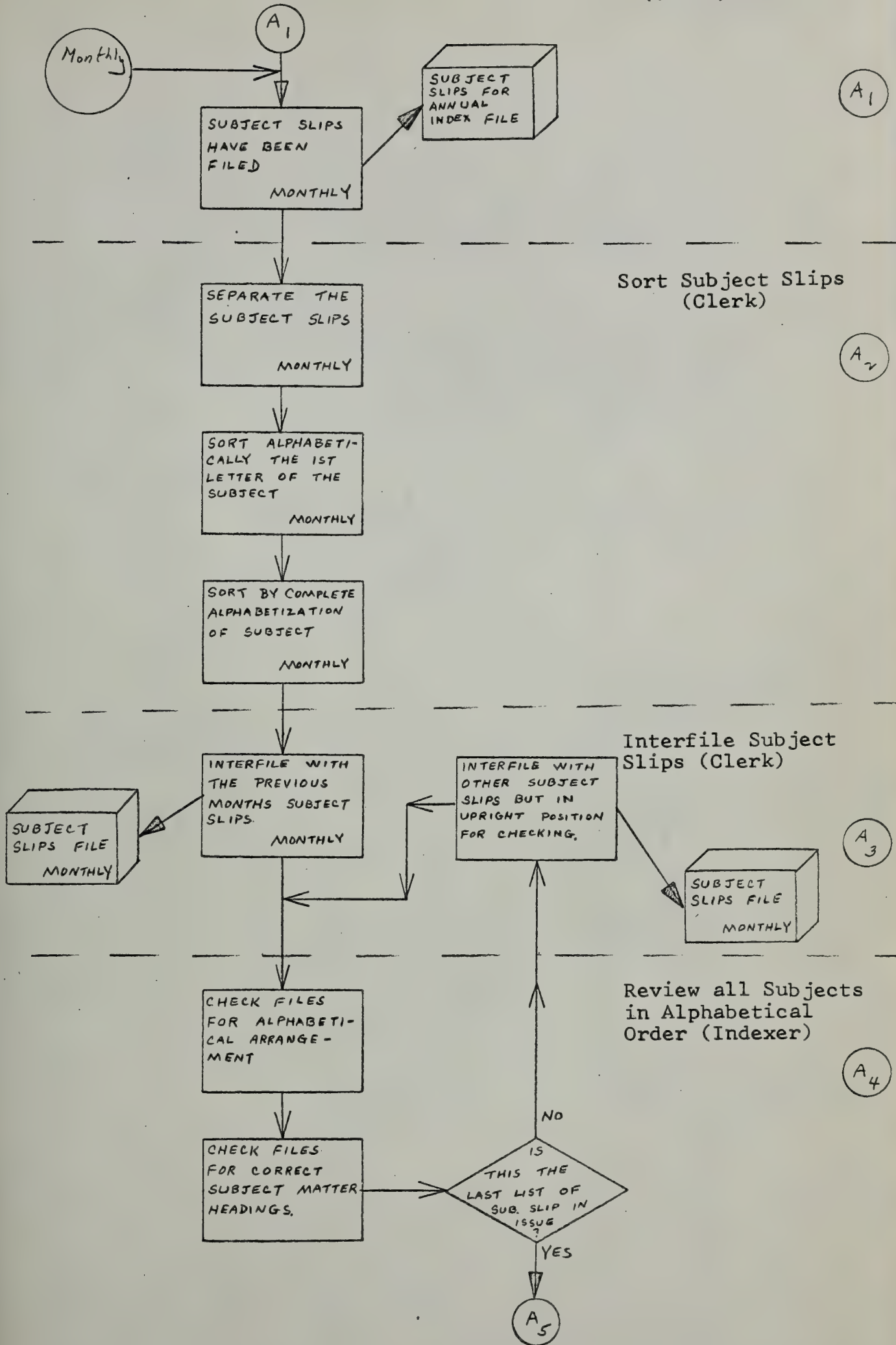


Disposition of Master Sheets From Printer (Clerical Unit Supervisor or Ass't.)

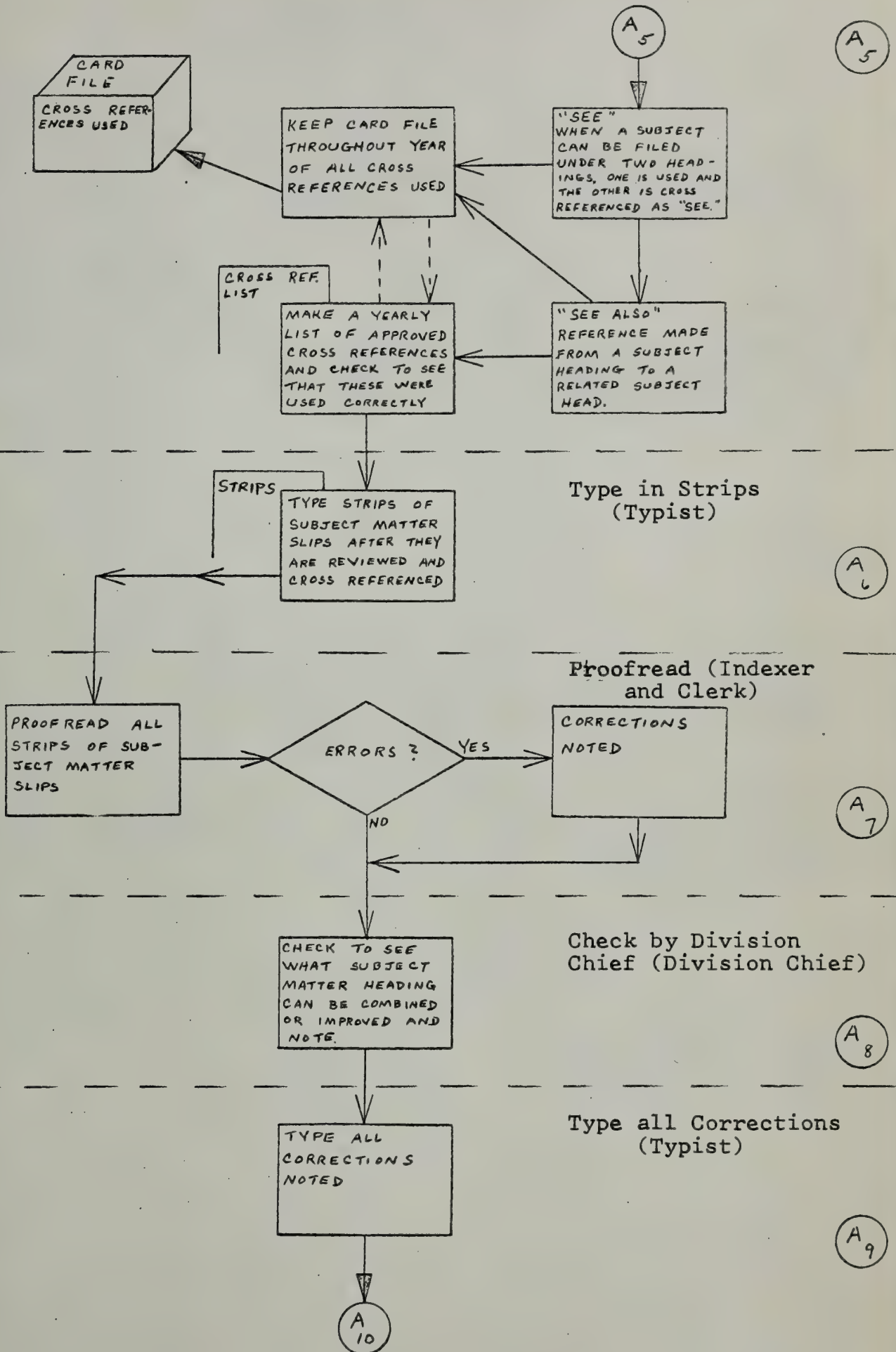
(MICRO COPY DESTROYED WHEN PRINTED COPY BECOMES AVAILABLE)

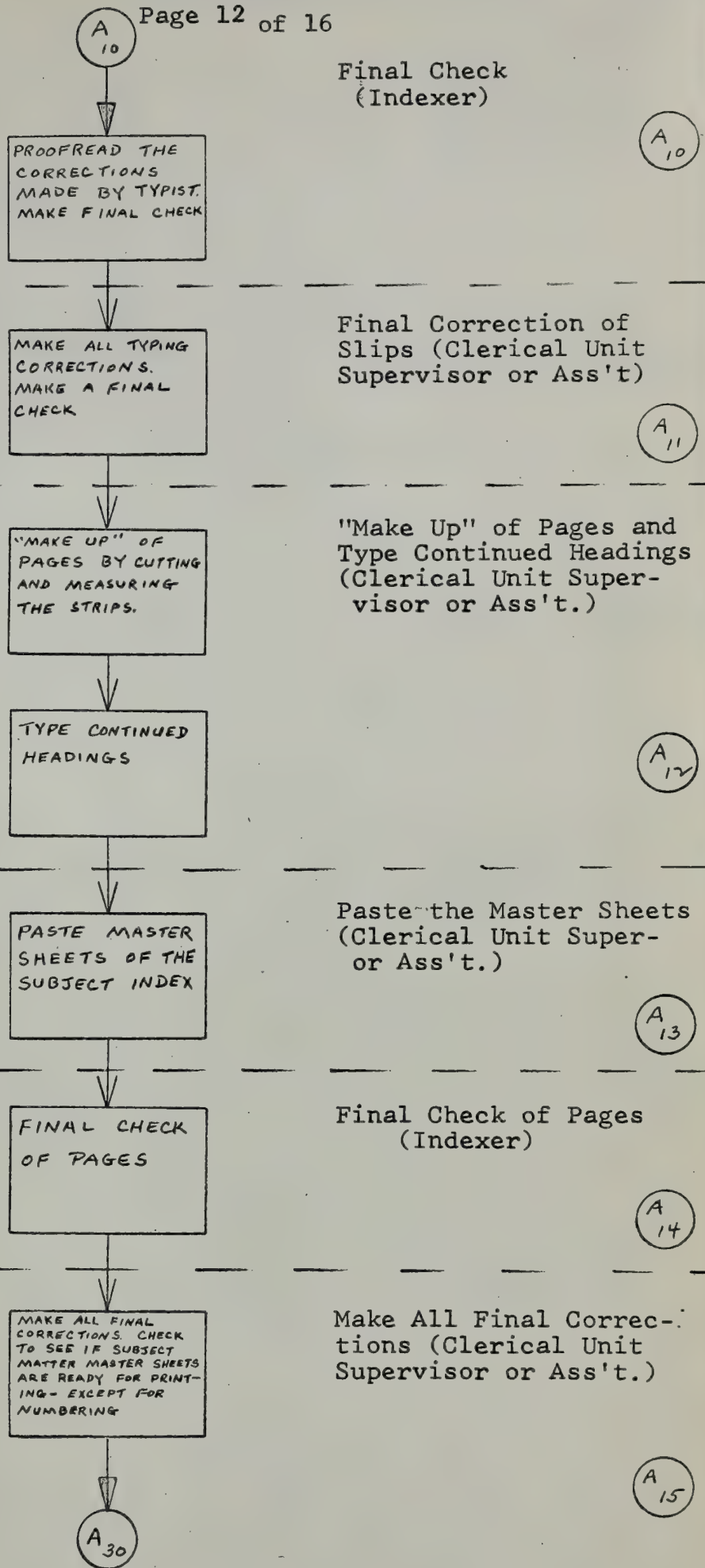


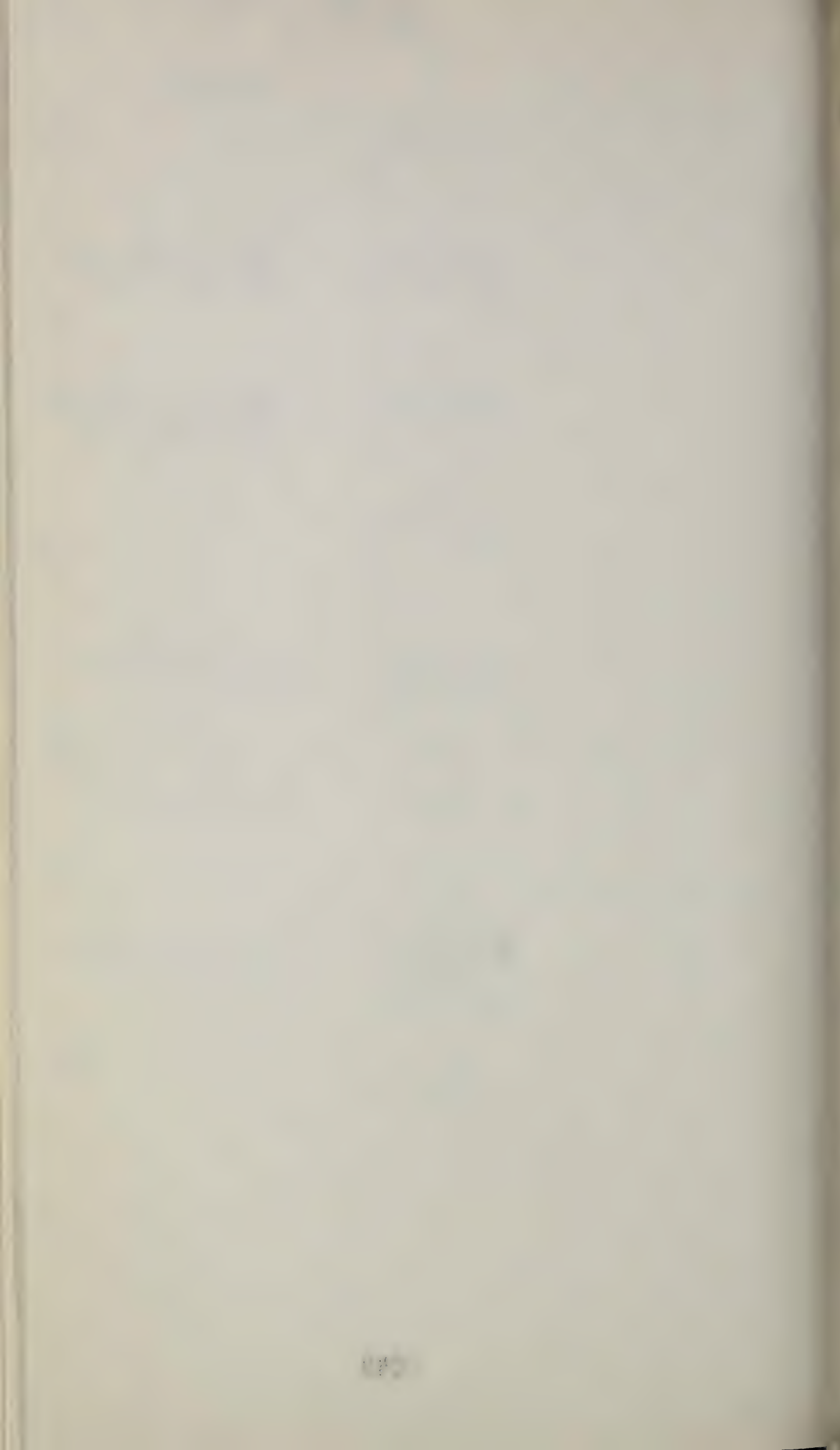
File of Subject Slips
(Clerk)

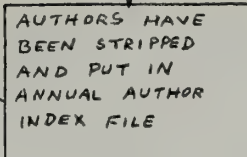
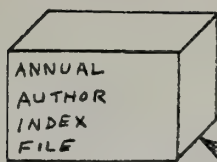


Add Cross-references
(Indexer)







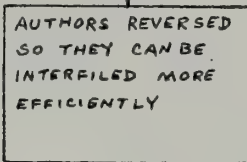


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Monthly

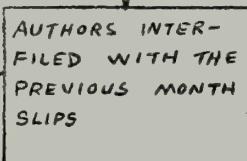
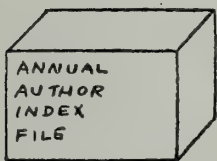
Authors Stripped
From Monthly Master
Sheets
(Clerical Unit
Supervisor or
Ass't.)

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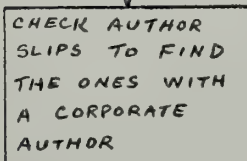
Authors Reversed
(Clerk or Secretary)

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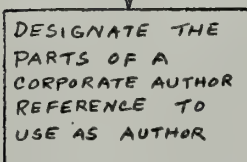
Authors Interfiled
(Clerk or Secretary)

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18



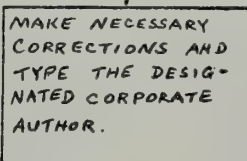
Check for Corporate
Authors
(Indexer)

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19



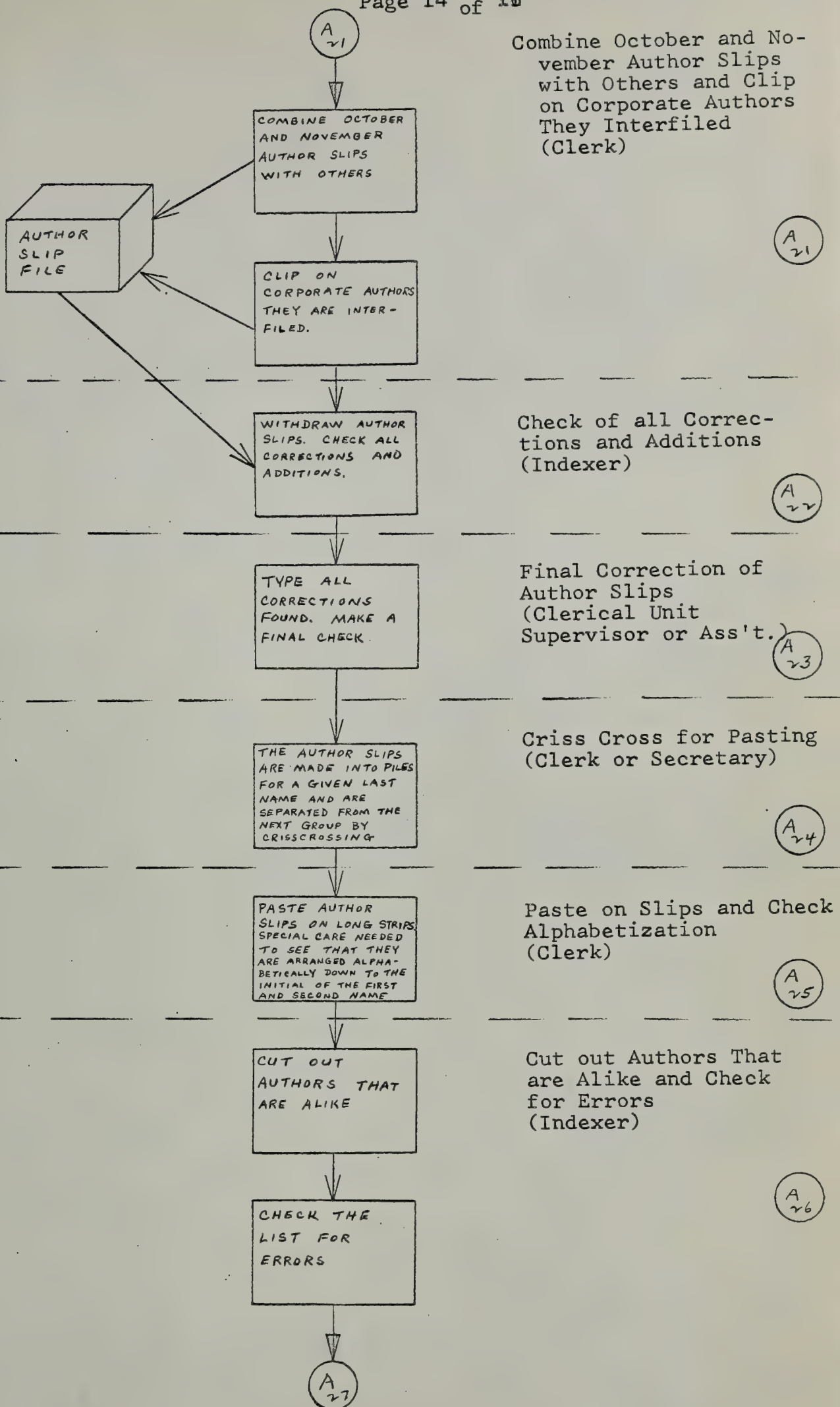
Make Necessary
Corrections
(Typist)

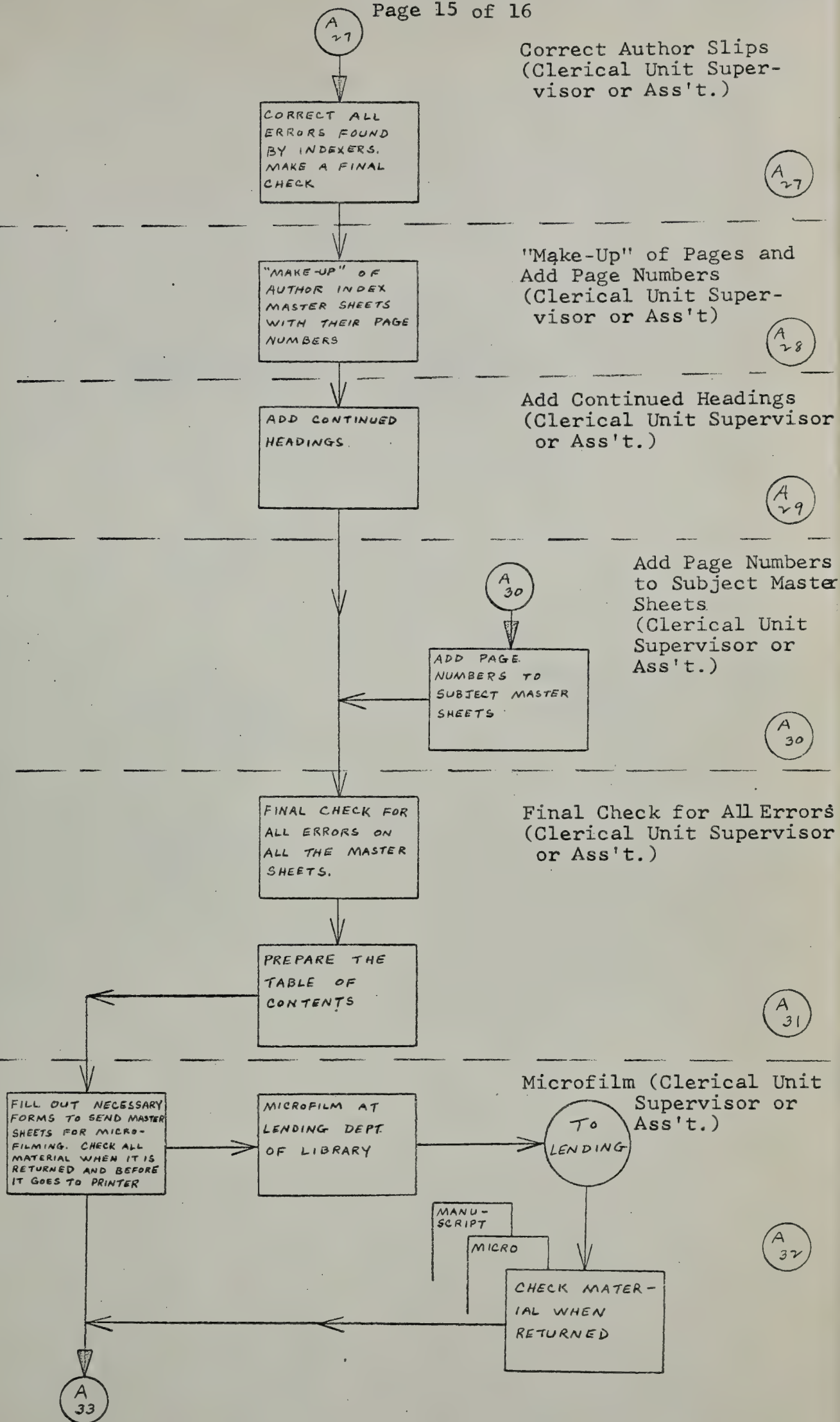
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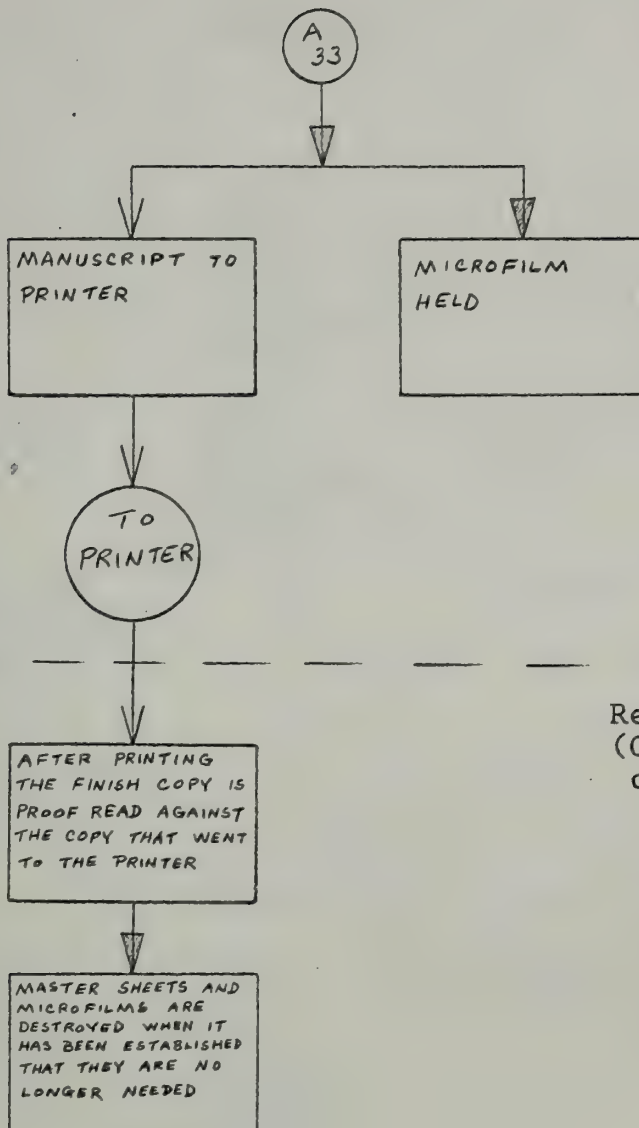






Send to Printer (Clerical
Unit Supervisor or
Ass't.)

A
33



Return of Master Sheets
(Clerical Unit Supervisor
or Ass't.)

A
34



<u>Name</u>	<u>Receives Pubs in Call Nos.</u>	<u>Language Facility</u>	<u>Edits</u>	<u>Remarks</u>
B	400 - 449	Dutch French German Italian Portuguese	I List	Works with C in 409 - 435
C				Works with B in 409 - 435
D		Czech French Italian Polish Portuguese Spanish		Works with O
D	40 - 43 45 - 49	French Italian Portuguese Spanish	H List	
E	Nos. pre- ceded by A; all USDA etc. pubs 1 - 1.9 4 - 5 7 - 26 (Eng.) 100 275		Checklist	Works with O and H
F		Russian	G List	Works with W
H	53 - 57	Danish Dutch French German Icelandic Norwegian Swedish	F List	
H	2 - 3 6 7 - 26 (for) 44 50 101 - 274 276 - 299 303 - 396	French German Italian Spanish Portuguese Dutch	K List L List	Works with E

O	59 - 98		E List	Works with D
	398 - 408			and E
	450 - 517			
W	58	Hungarian	J List	Works with F
	99	German	M List	
	300 - 302	Italian	N List	
W	All Cyrillic	Czech		
	Films	Polish		
	Translations	Russian		



F I E L D A N D S P E C I A L S E R V I C E S

Division of Field Services

655

656

THE UNIVERSITY OF CHICAGO

LIBRARY

1952

1952

DIVISION OF FIELD SERVICES

Policy Develops plans and procedures for the administration of policies designed to serve U.S.D.A. personnel in specialized subject areas or at locations outside the D.C. Metropolitan area.

Bee Culture Library

1. Provides complete library service in the field of bee culture.
2. Compiles a bibliography of the world's bee keeping literature.
3. Prepares translations of papers relating to current bee culture research.
4. Arranges for their exchange with foreign institutions.

Personnel: 2 Collection: 3,800 volumes

Law Branch

1. Provides complete legal service in the field of agriculture to the Office of the General Counsel and other department officials.
2. Catalogs and classifies legal materials.
3. Prepares legislative histories for department-administered acts.

Personnel: 4 Collection: 49,000 (including legislative reference sets in the Director's Office)

Beltsville Branch

Provides a complete library service to the research personnel at the Plant Industry Station and Agricultural Research Center, Beltsville, Maryland.

Personnel: 5 Collection: 28,000 volumes

Agricultural Research Service Field Libraries

- | | |
|-----------------|---------------------------------------------------------------------|
| 1. California | Western Utilization Research and Development Division at Albany. |
| 2. Illinois | Northern Utilization Research and Development Division Peoria. |
| 3. Iowa | National Animal Disease Laboratory Ames. |
| 4. Louisiana | Southern Utilization Research and Development Division New Orleans. |
| 5. New York | Plum Island Animal Disease Laboratory Long Island |
| 6. Pennsylvania | Eastern Utilization Research and Development Division Wyndmoor. |

Forest Service Field Libraries

1. California Pacific Southwest Forest and Range Experiment Station at Berkeley.
2. Georgia Southern Region at Atlanta.
3. Louisiana Southern Forest Experiment Station at New Orleans.
4. North Carolina Southeast Forest Experiment Station Asheville.
5. Oregon Pacific Northwest Forest and Range Experiment Station Portland.
6. Pennsylvania Northeastern Forest Experiment Station Upper Darby.
7. Wisconsin Forest Products Laboratory Madison, Wisconsin.

